

iPhone For Beginners

Over
448
Tips & Hints
Inside

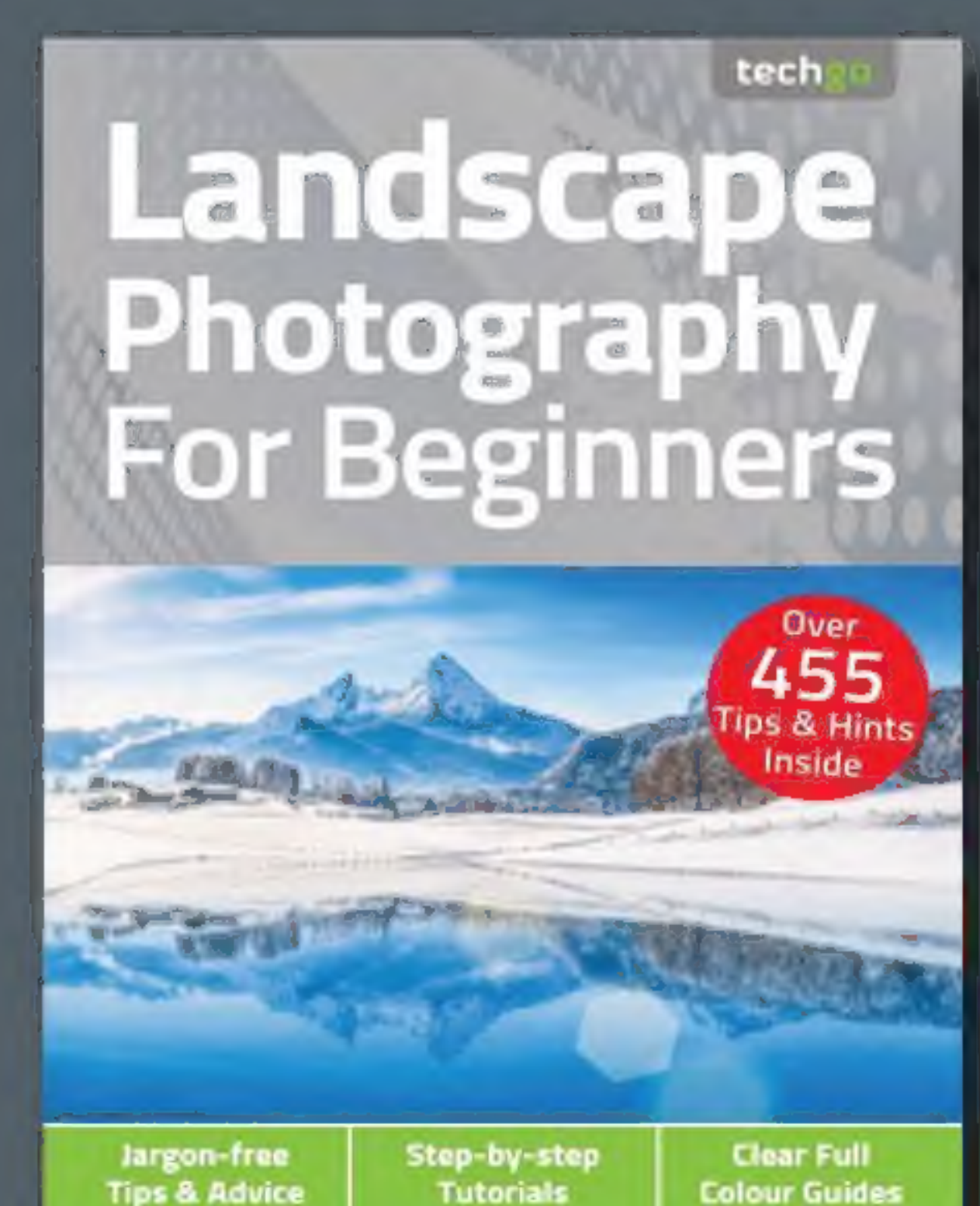
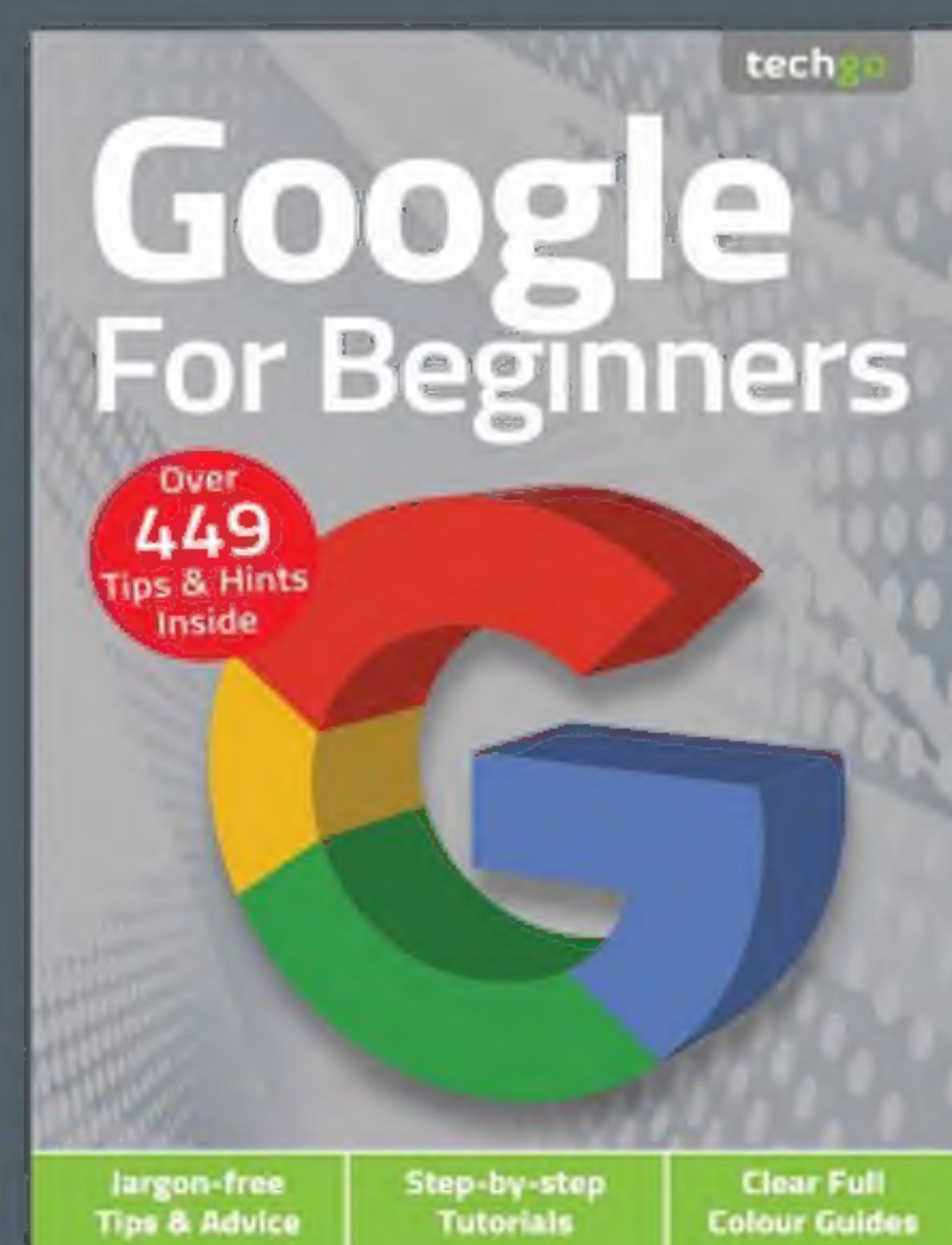
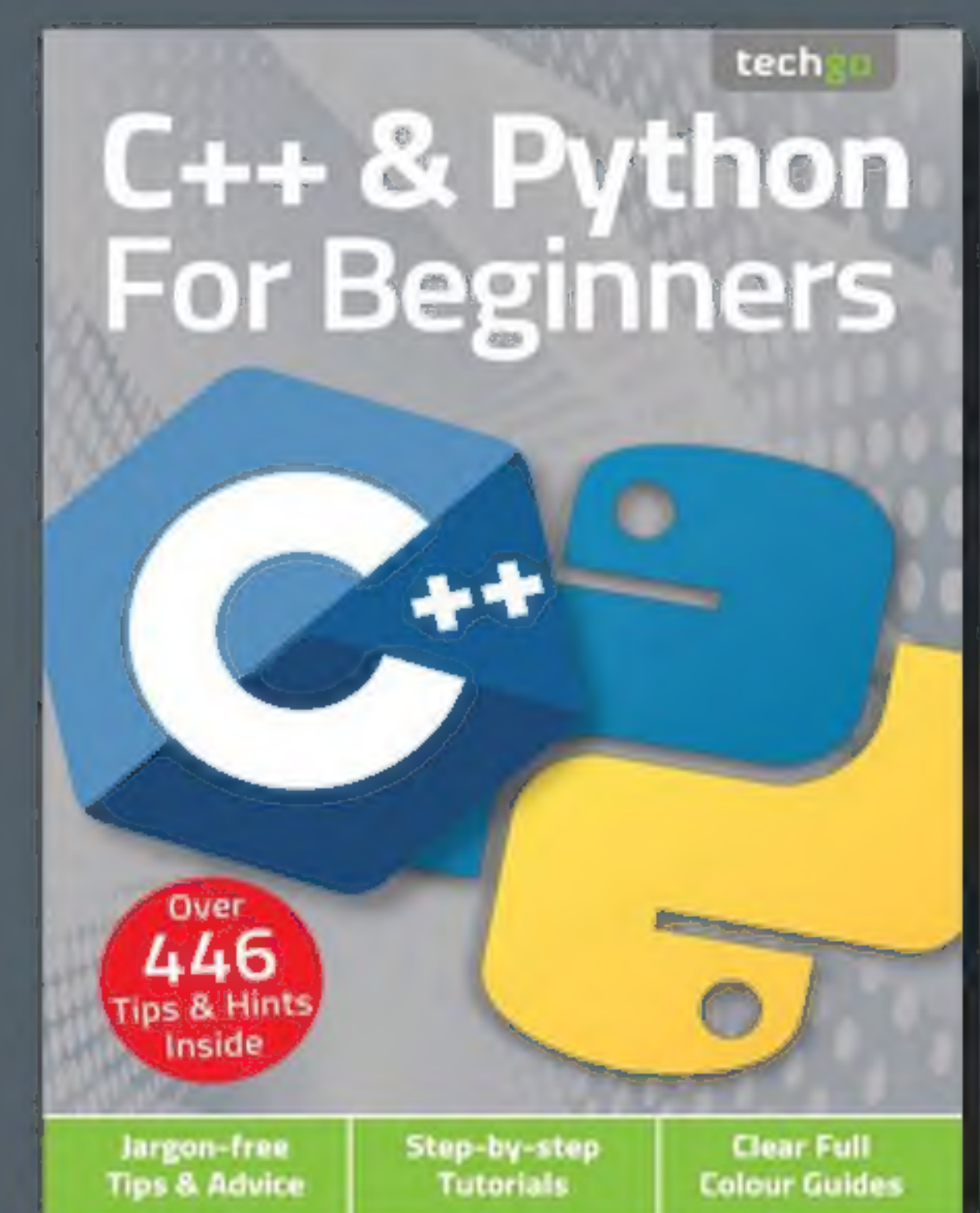
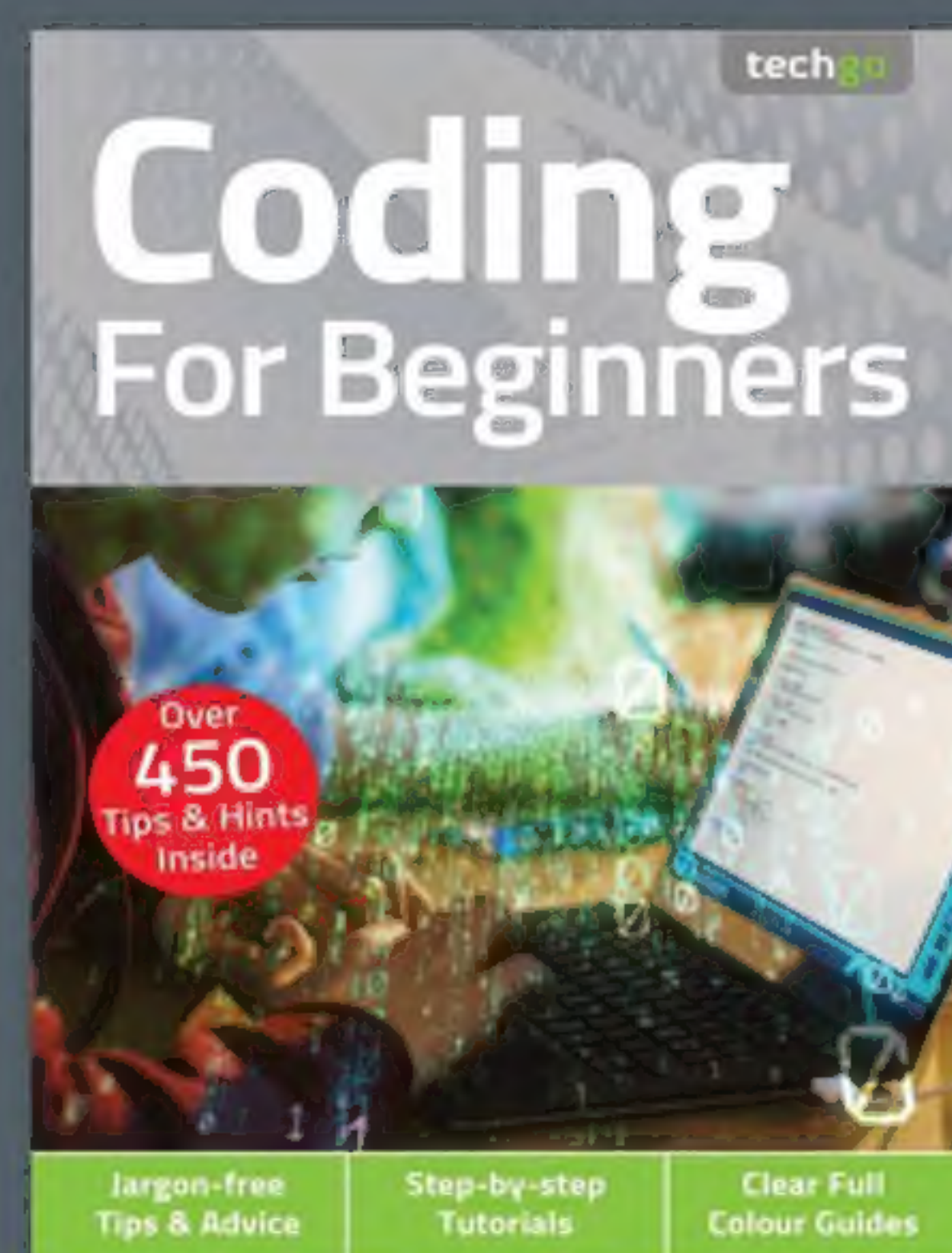
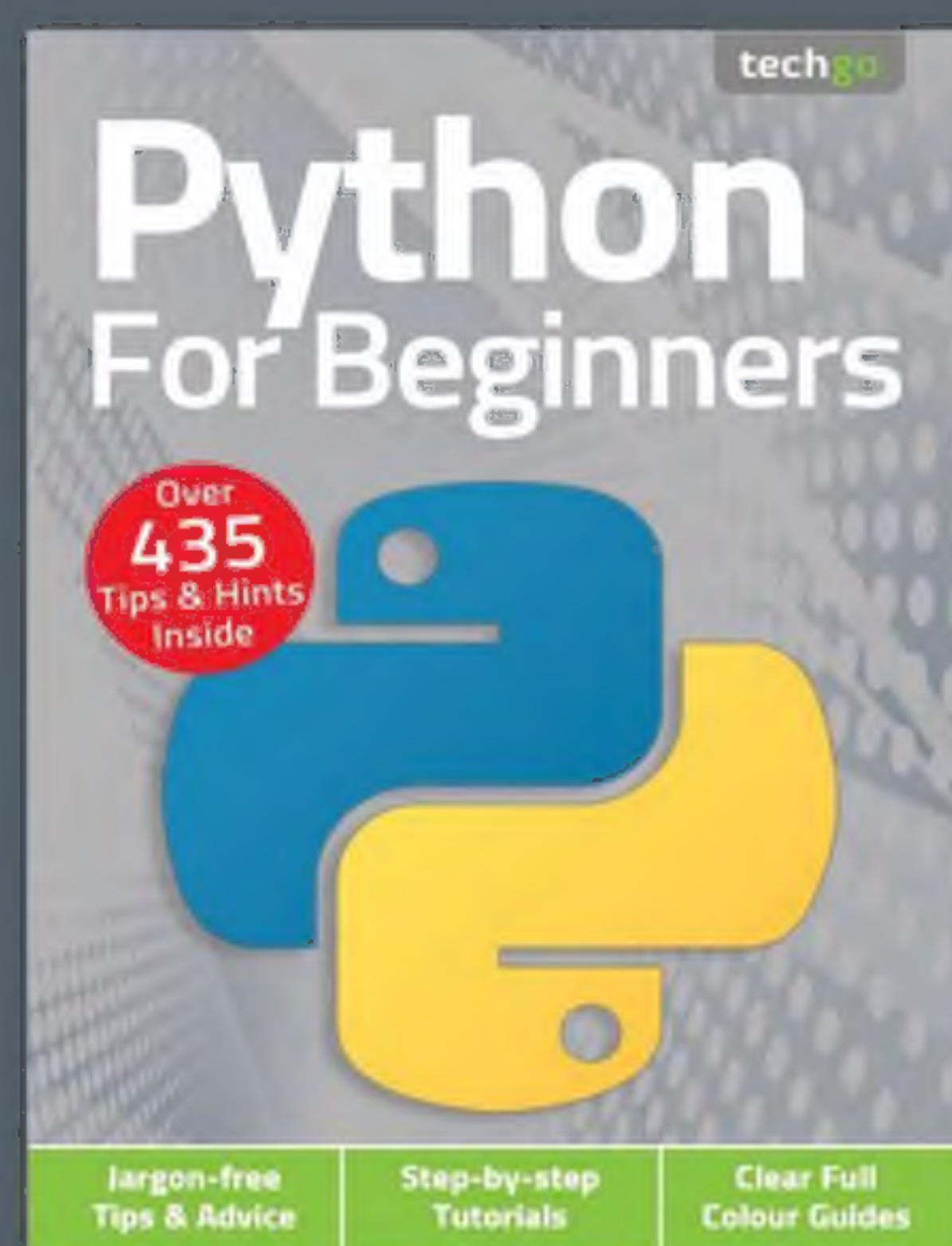
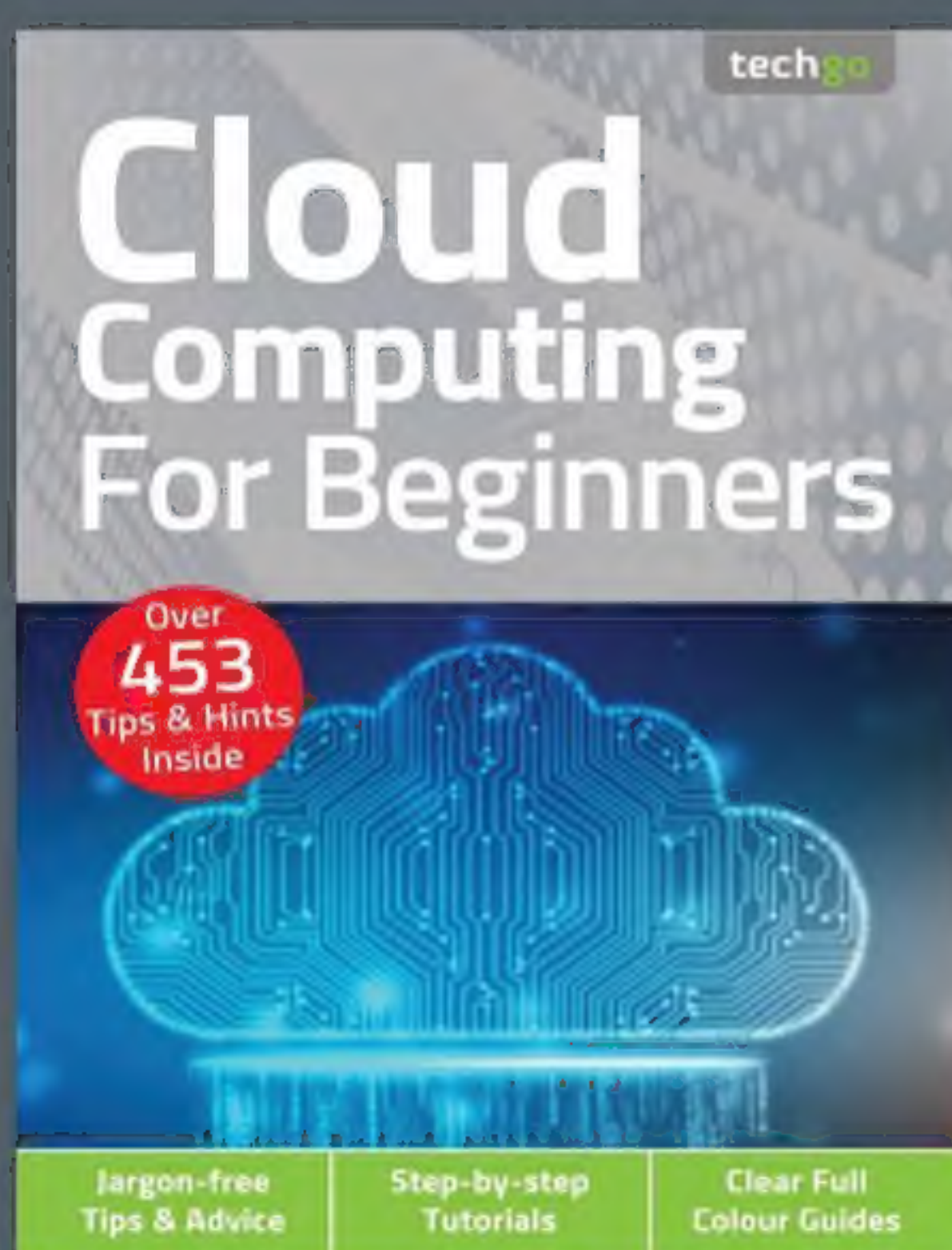
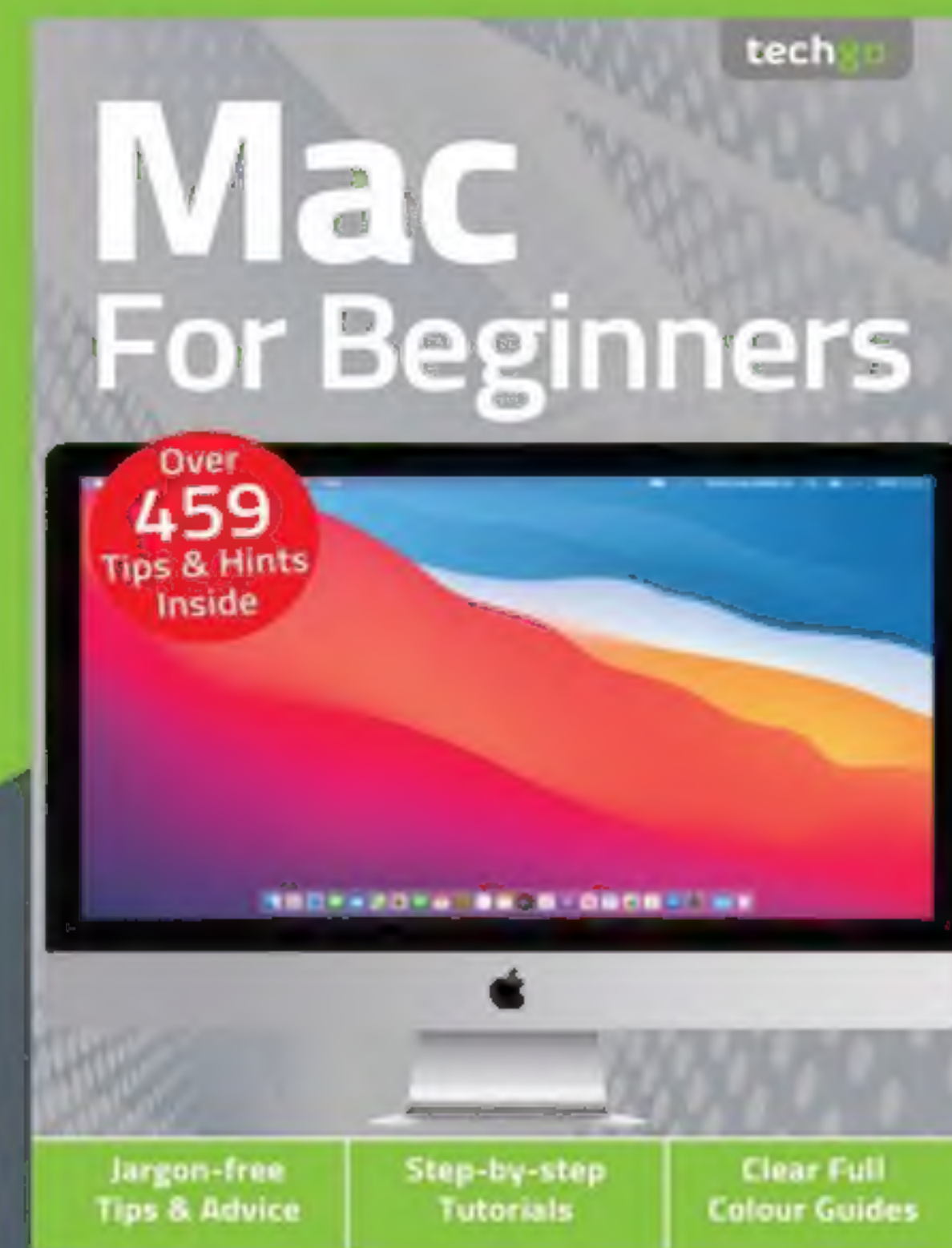


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iPhone For Beginners

Starting something new can be daunting. Learning a skill or mastering a new piece of hardware is tough. Even tougher if you have no-one at hand to help. Conversely as the complexity of our consumer technology increases, the size of the requisite instruction manual decreases or in some cases it simply disappears. At numerous times in our lives we have all been “beginners”, there is no shame in that fact and rightly so. How many times have you asked aloud, “What does this button do?”. “Why doesn’t that work?”. “What do you mean it doesn’t do that?”. “HELP!”. At the start of any new journey or adventure we are all beginners but fortunately for you we are here to stand beside you at every stage.

Over this extensive series of titles we will be looking in great depth at the latest consumer electronics, software, hobbies and trends out of the box! We will guide you step-by-step through using all aspects of the technology that you may have been previously apprehensive at attempting. Let our expert guide help you build your technology understanding and skills, taking you from a novice to a confident and experienced user.

Over the page our journey begins. We would wish you luck but we’re sure with our support you won’t need it.



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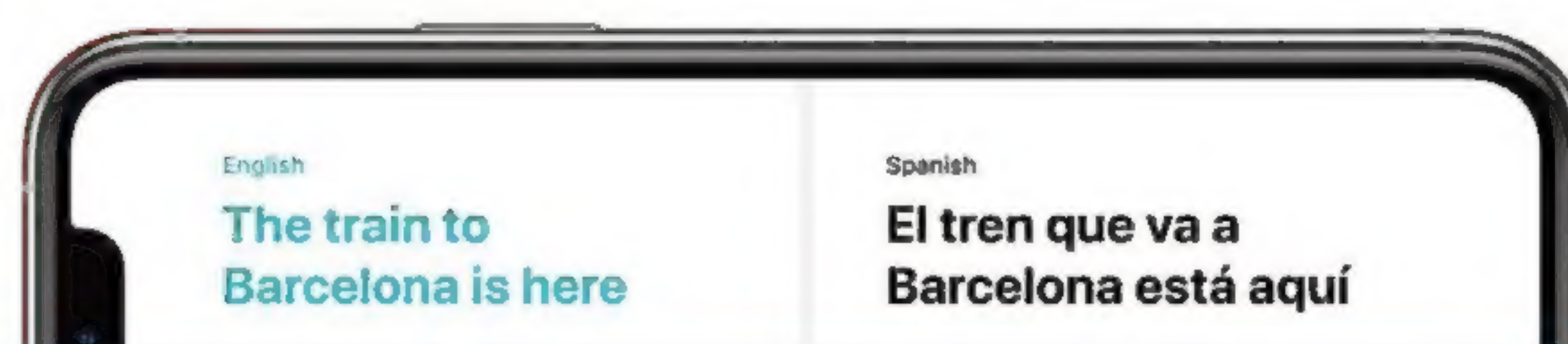
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10 Introducing iOS 14



Apple's latest iOS release gets some superb new apps and features plus a new look to the Home screen and your App pages



94 Translate App

Language barriers are no problem with the all new Translate App in iOS 14



26 App Clips

Mini versions of your fave apps to access when you need them quickly.



“...the most powerful and advanced smartphones we have ever made. They are packed with sophisticated technology that pros can count on to get their work done, and for anyone who wants the very best device made, even if they are not a pro...” Phil Schiller, Apple

Can You Run iOS 14?

Older iPhones cannot be updated to the new operating system, so if you want to upgrade your iPhone to iOS 14, it must be one of the following models. If you're unsure which iPhone you own, go to <https://apple.co/35BofOC>.



- iPhone 6s/6s Plus
- iPhone SE
- iPhone 7/7 Plus
- iPhone 8/8 Plus



- iPhone X
- iPhone XS/XS Max
- iPhone XR



- iPhone 11
- iPhone 11 Pro
- iPhone 11 Max
- iPhone 12 Models

iOS 14 – Facts and Numbers

The iOS 14 operating system offers a wealth of groundbreaking features, and a lot of tweaks and enhancements for existing ones. Let's take a look at the iPhone's key software, in numbers and pictures.



Memoji

iOS 14's Memojis offer ten new hairstyles, 18 new hats and headgear, six new age options and even a doctor's mask.



Cycling in Maps

If you like to get from A to B on your bike, the Maps app now includes Cycling as a means of transport.

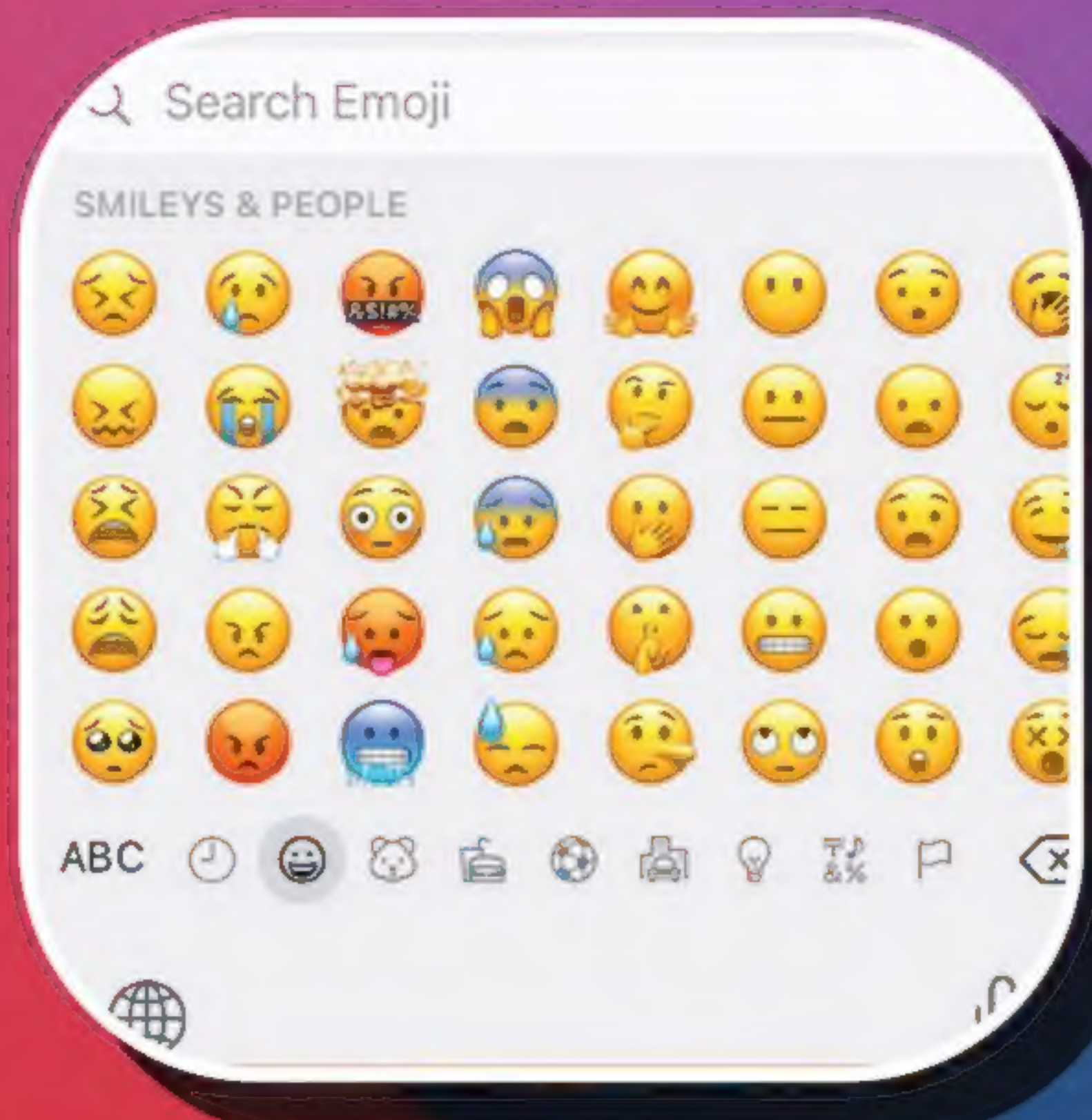
Siri

The Siri personal digital assistant now knows over 20 times as many facts as it did just three years ago.

11 Languages

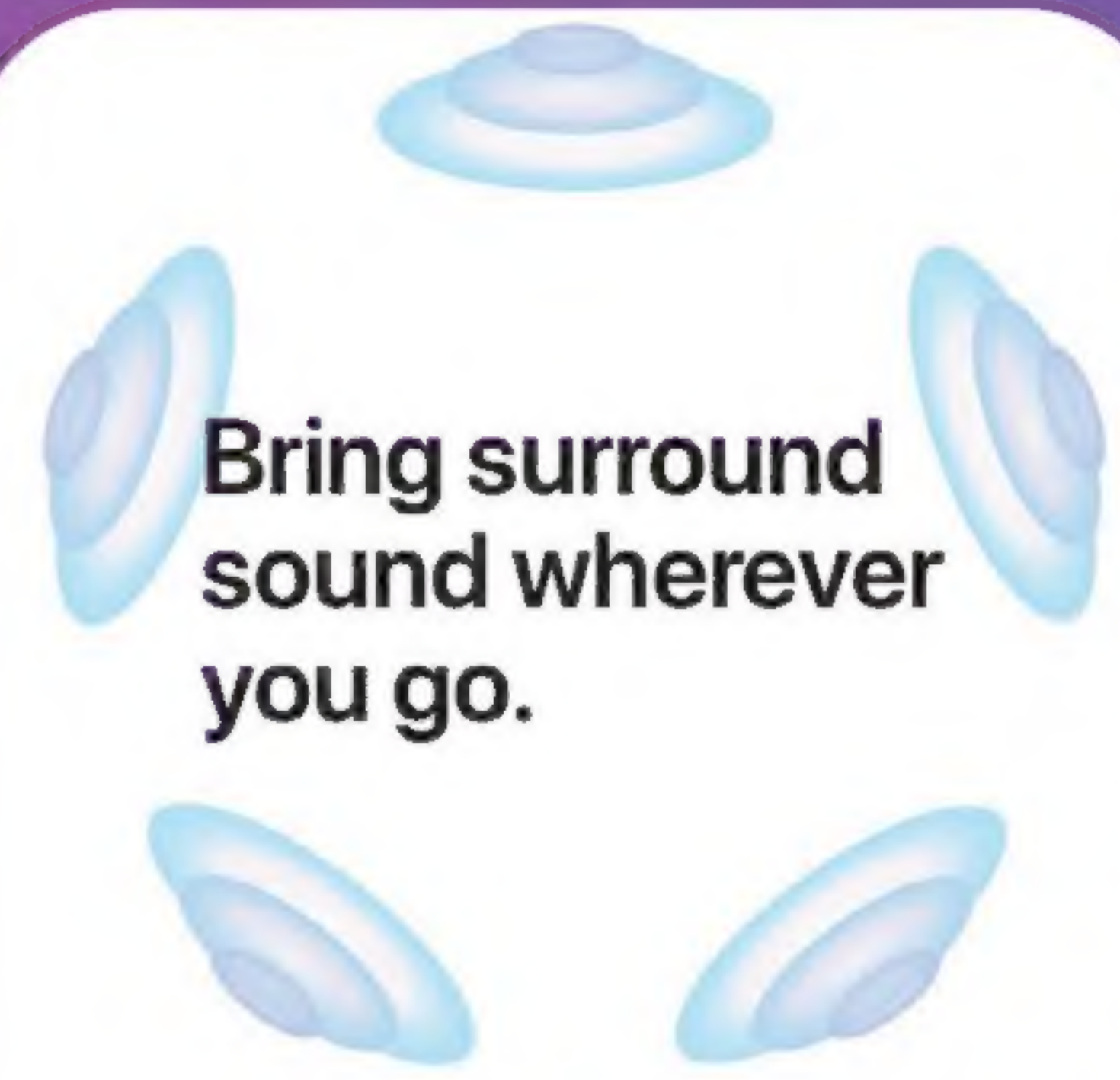
The Translate app supports 11 languages; English, Spanish, Mandarin Chinese, Japanese, Korean, Russian, German, French, Italian, Brazilian Portuguese, and Arabic.





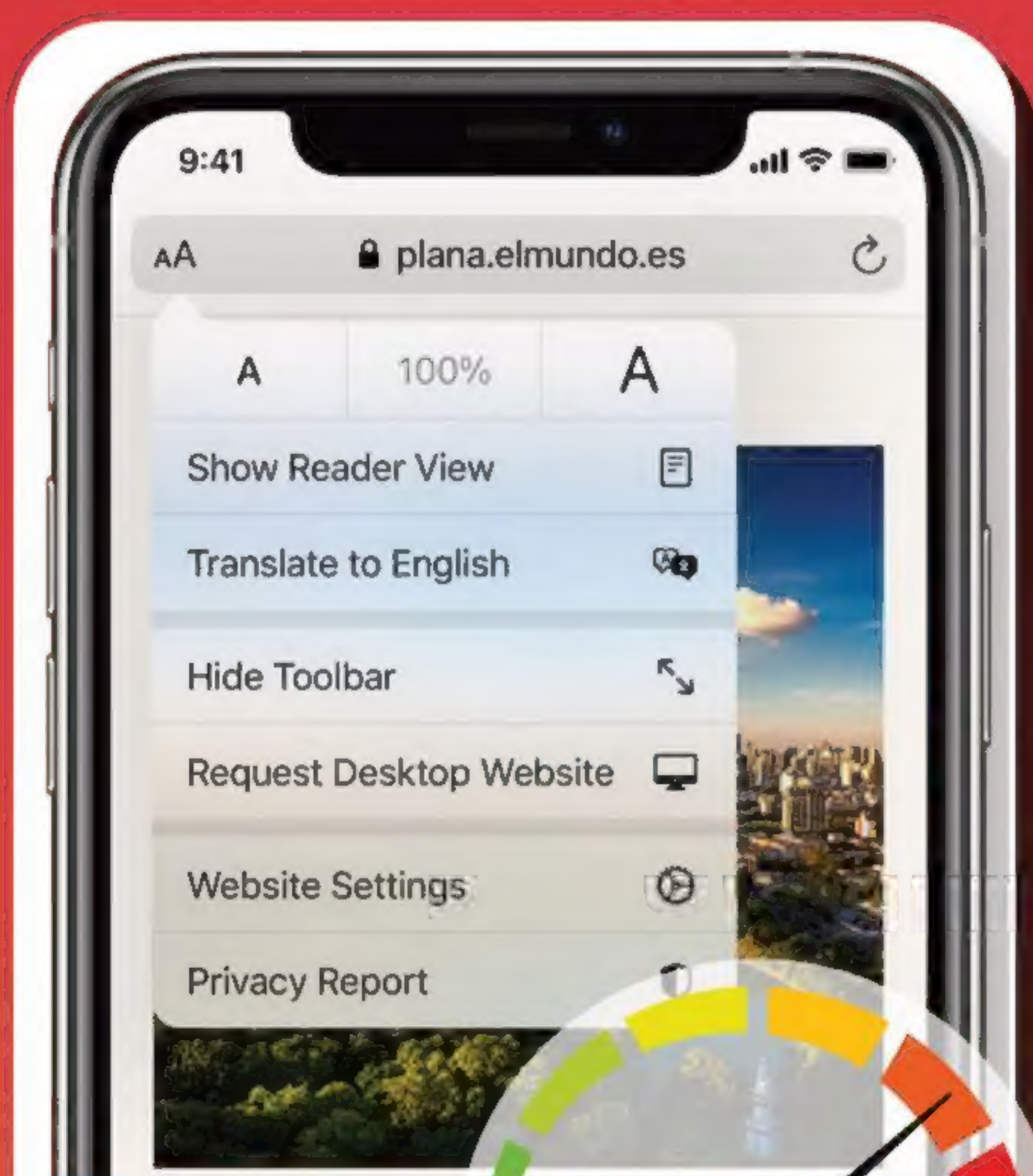
Search Emoji

When picking out your emojis, in iOS 14 you can search for them directly from the keyboard.



Spatial Audio

If you use Apple's AirPods with your iPhone, you can now enjoy a 360 degree soundscape. Just the thing for iOS games.



Speedy Safari

According to testing by Apple using industry standard benchmarking tools, the iOS 14 version of Safari is the world's fastest mobile web browser. And it can translate web pages in seven different languages.



Repair Service

As well as unveiling iOS 14, Apple recently expanded its repair services to hundreds of new locations across the USA, and also in Europe and Canada.



iPhones and Macs

Apple's Mac lines are soon to transition to the company's own CPUs instead of the Intel chips it currently uses. The iPhone already uses Apple's own chips.

14th Version

Unsurprisingly, iOS 14 is the 14th release of iOS. The first version was released on 29th June, 2007; 13 years ago, along with the first-generation iPhone.

Power Warning

When your Apple AirPods are running low on power, you get a warning notification on your iPhone.





A partial view of an iPhone's top-left corner is shown on the left side of the page. The screen displays an orange background with a white status bar at the top showing signal strength, Wi-Fi, and battery icons.

First Steps with Your iPhone.

For those who are new to the iPhone, this section takes you through its basic features and functions. With our help, you can set up your iPhone for the first time, including Face ID, Touch ID and your Apple ID. We show you how to use the Home screen, including the great new features of Home-Screen Widgets and App Library; which come to the iPhone with iOS 14. You can get to grips with the touchscreen and the virtual keyboard, make and receive phone calls and explore the iPhone's settings.

[Learn more >](#)

14 Introducing iOS 14

The next version of the iPhone's operating system, iOS, was unveiled in a keynote at the online-only Worldwide Developers' Conference, 2020. It boasts some great new features that really enhance our iPhone experience. So let's take a look at what's new in iOS 14, and what it can do for you.

Home Screen widgets

Widgets give you information at a glance. iOS 14 lets you add them to your Home Screen. They will come in different sizes too, so you can choose what level of information you wish to display. On-screen widgets can be moved around the available screen area, just like app icons, and you can add and remove them as you wish. Best of all, you can add a Smart Stack of widgets and scroll through them to select the widget you need. Widgets aren't exactly a new concept, but on the Home screen, they take things to a new level.



With iOS 14, you can add widgets to your Home screen to give access to important information at a glance.

App Library

iPhone users have been able to organise their apps into folders for years, but iOS 14 gives a new take on the concept. The App Library page sits at the end of your Home screen pages, and automatically organises your apps into smart folders. These include categories such as Social, Apple Arcade, Recently Added, Entertainment, Creative and more.

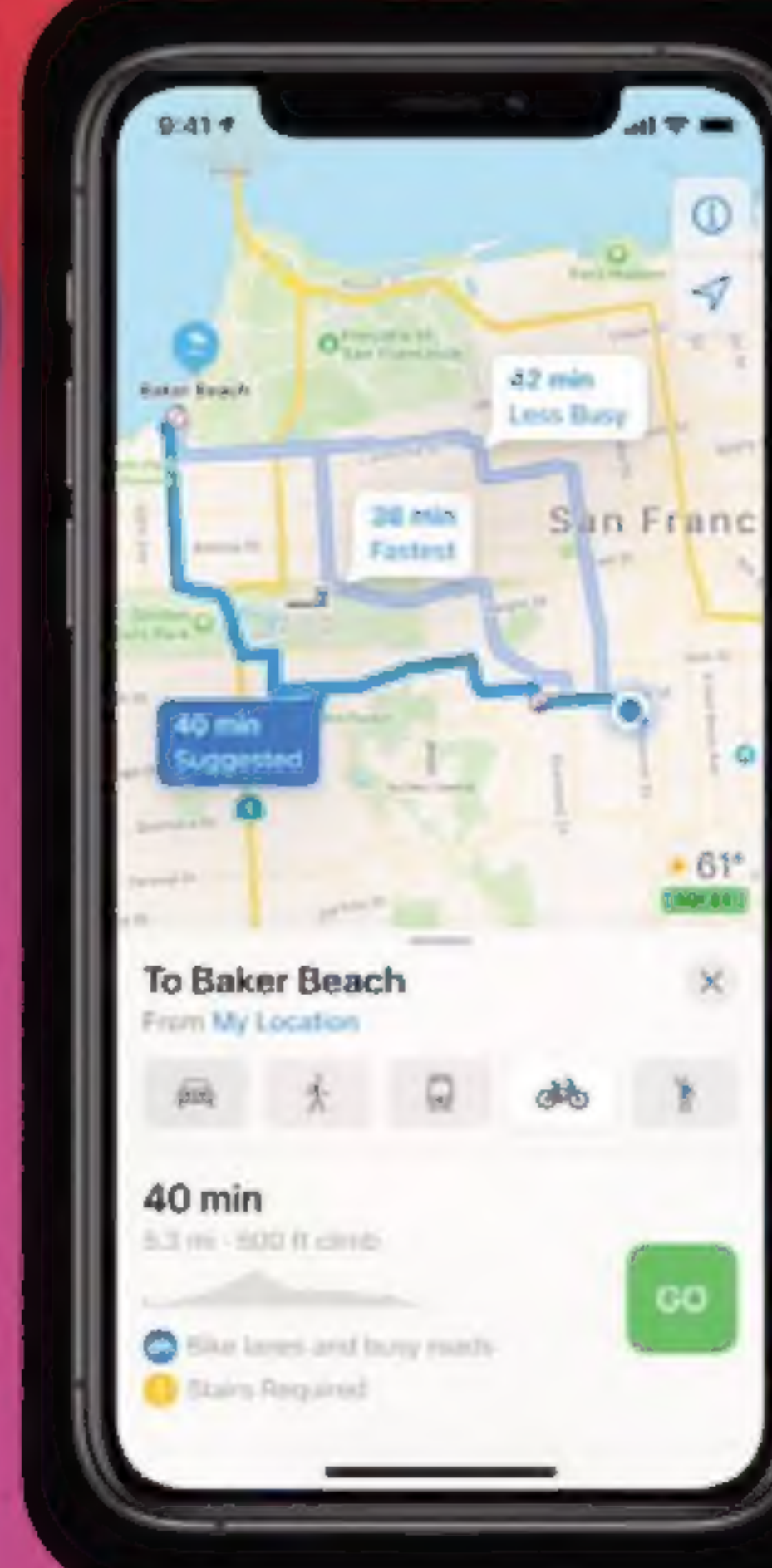
The apps are still on your regular Home screens, but if you find you're not using these any more, you can simply hide pages you no longer need. At the top of the App Library is a search field so you can look for an app by name; and tapping a smart folder opens up a whole screen of apps, not just a three-by-three grid like regular folders.



The new App Library feature makes it even easier to organise your apps into handy folders.

Cycle Support

Cyclists are well catered for in iOS 14. The Maps app has cycling as an option when getting directions. Elevation is taken into account, as are dedicated cycle paths where applicable. It's great if you want to keep fit while travelling from A to B.



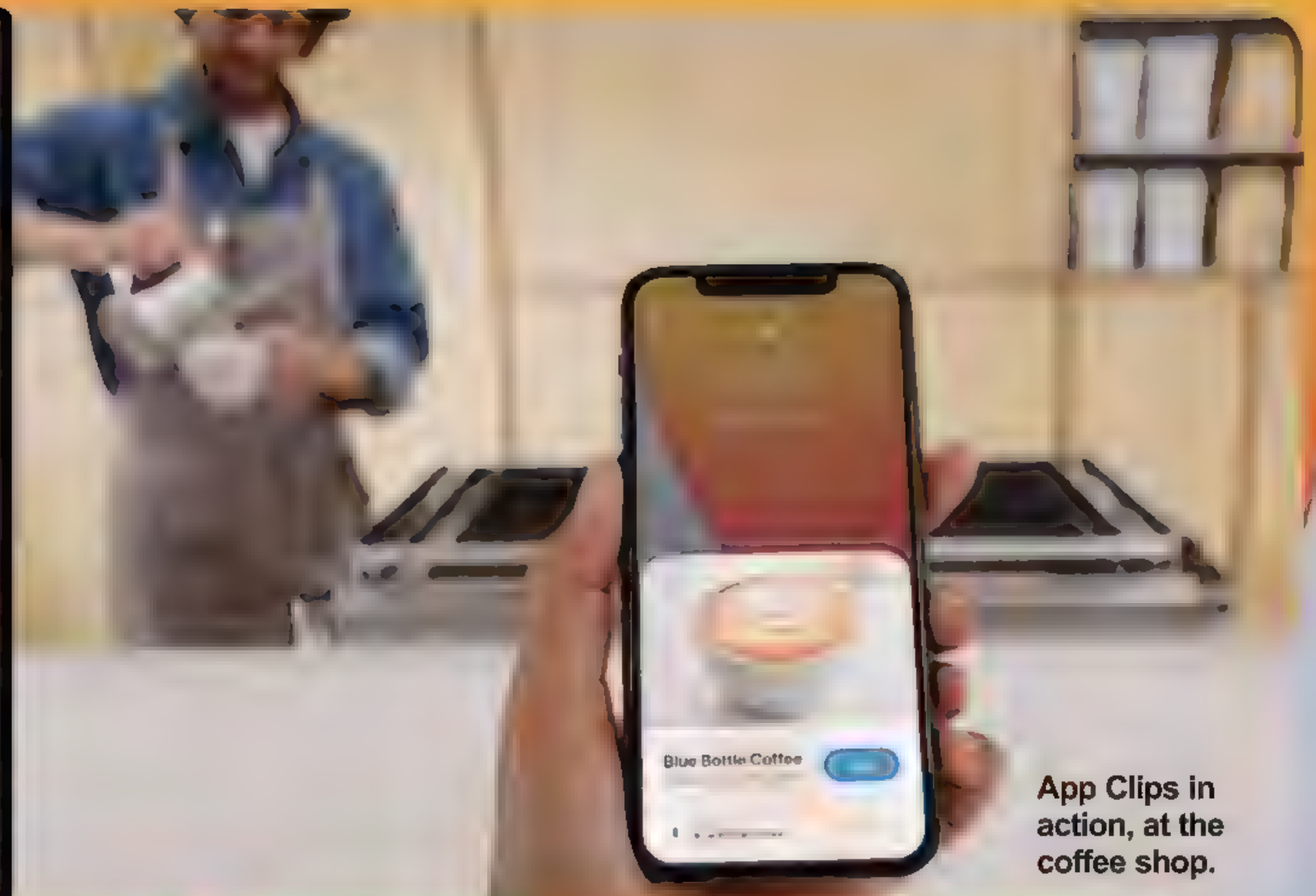
Cycling will be added to Maps as a mode of transport in iOS/iPadOS 14.

App Clips

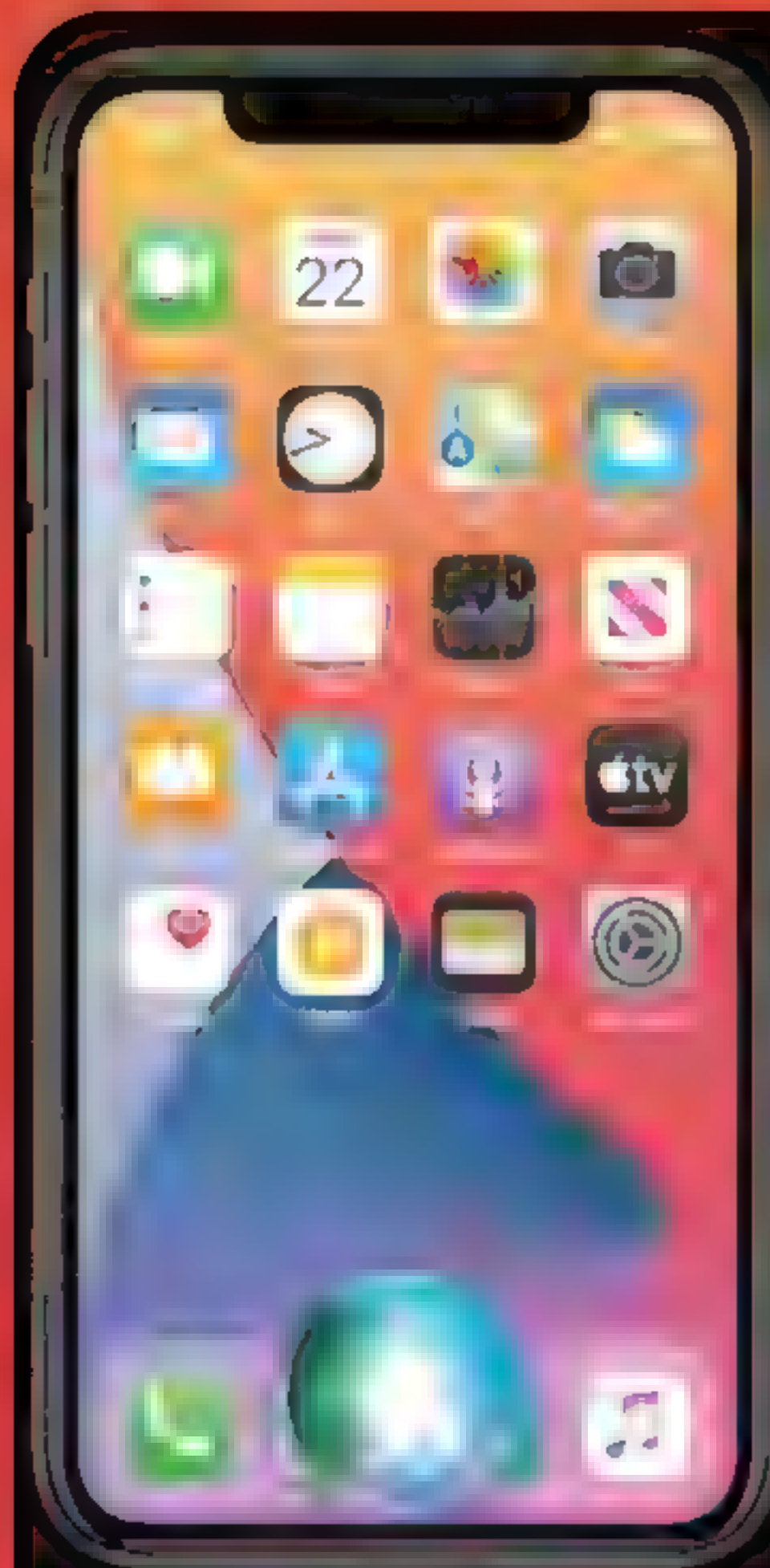
Picture the scene. You're away on vacation, having lunch in a café. The establishment in question has a great app that lets you review your menu options, order your meal and pay the bill all from your phone. Do you download the app, use it once and delete it, or not bother and stick to paper menus and cash?

App Clips gives you the best of both worlds. A small part of the relevant app appears just when you need it. To get the App Clip you want, just tap an NFC tag, scan QR codes from Messages, Maps, and Safari, or use an App Clip code.

Being smaller than the full app, an App Clip downloads almost instantly and is ready to use in seconds. They're designed with the same attention to privacy and security as Apple's apps, and as App Clips can use Apple Pay for payments, you don't need to enter credit card numbers.



App Clips in action, at the coffee shop.



The new-look Siri no longer takes over the entire screen when in use.

Sensational Siri

Siri's user interface has improved, with a new, compact design replacing the previous full-screen experience. The Siri indicator appears at the bottom of the screen. When you ask it for information or give it a specific task, this is shown atop the screen like a notification. It's great when you need Siri while using an app.

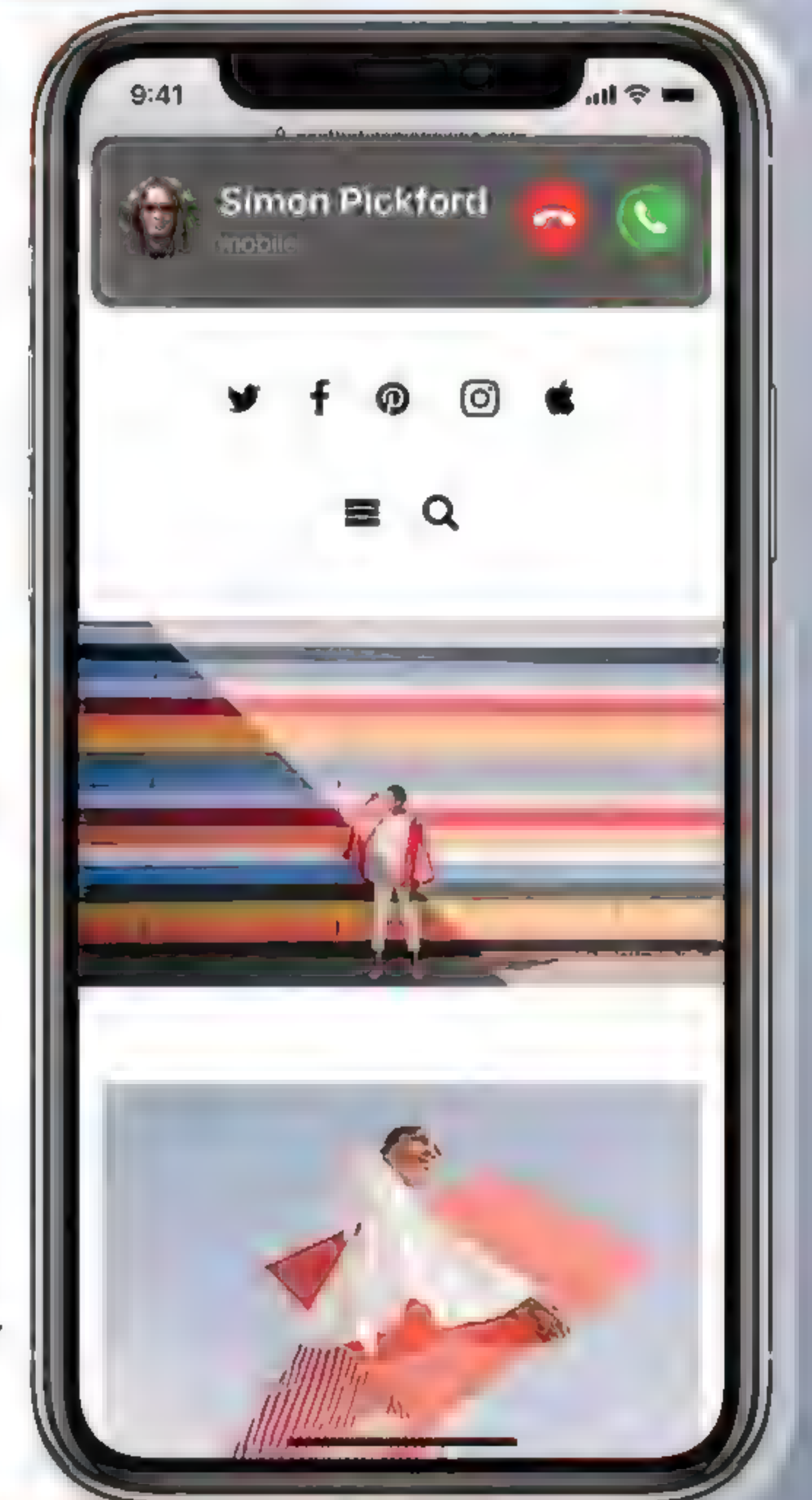
Siri now curates information from across the web, allowing it to answer more complex questions such as 'How do hybrid cars work?' or 'What causes seasons?' In iOS 14, you can use Siri to send an audio message through the Messages app, while keyboard dictation – which also uses Siri voice recognition – runs on your device instead of being processed online. For translation, Siri now supports 65 languages.

Being smaller than the full app, an App Clip downloads almost instantly and is ready to use in seconds. They're designed with the same attention to privacy and security as Apple's apps, and as App Clips can use Apple Pay for payments, you don't need to enter credit card numbers.

Compact Calls

Before, incoming calls took over the entire screen of your iPhone. Compact Calls shows an incoming call as a notification, which only covers the top of your screen. You can still decline or accept it as before, but it's far less intrusive. This applies to FaceTime calls and calls from third-party apps as well as regular phone calls.

Incoming calls no longer take up the entire page. Instead, they're shown like notifications.



System Requirements.

Can your iPhone run iOS 14? If it's already running iOS 13, yes it can. These are the models that are compatible with the new operating system.

All iPhone 12 models	iPhone 8
iPhone 11	iPhone 8 Plus
iPhone 11 Pro	iPhone 7
iPhone 11 Pro Max	iPhone 7 Plus
iPhone XS	iPhone 6s
iPhone XS Max	iPhone 6s Plus
iPhone XR	iPhone SE (1st & 2nd gen)
iPhone X	iPod touch (7th gen)



From iPhone 6s & iPhone 6s Plus up to all iPhone 12 models



Buttons and Ports On Your iPhone

What's where on your iPhone? Here we show you the physical layout of the range of iPhones currently on sale. Whether you have a brand new iPhone 11, or an older iPhone with a Home button, this guide shows you what's where.

iPhones with a top-to-bottom screen

The latest iPhones have a top-to-bottom screen. These include the iPhone 12 series models, iPhone 11 Pro, iPhone 11 Pro Max, iPhone 11, iPhone X, iPhone XS, iPhone XS Max and iPhone XR. So basically, all iPhone X-series models and later.

This part of the iPhone contains much of Apple's new technologies. An infrared camera, flood illuminator, Proximity sensor, Ambient light sensor and Dot projector are all present alongside a speaker, microphone and front camera. The latter is utilised by the Face ID feature.

Despite many amazing changes, there are still some familiar sights on the latest iPhones. Look to the left of the display and there are the Volume buttons and a Ring/Silent switch.

The screen is a high-resolution display measuring 5.8" on the smaller iPhone, 6.1" on the mid-sized iPhones and 6.5" on the Max models. They all offer True Tone and a wide colour display, with a great range of colours available. Viewing angles are great too, so even if you're looking at it off-centre, the colours don't shift.



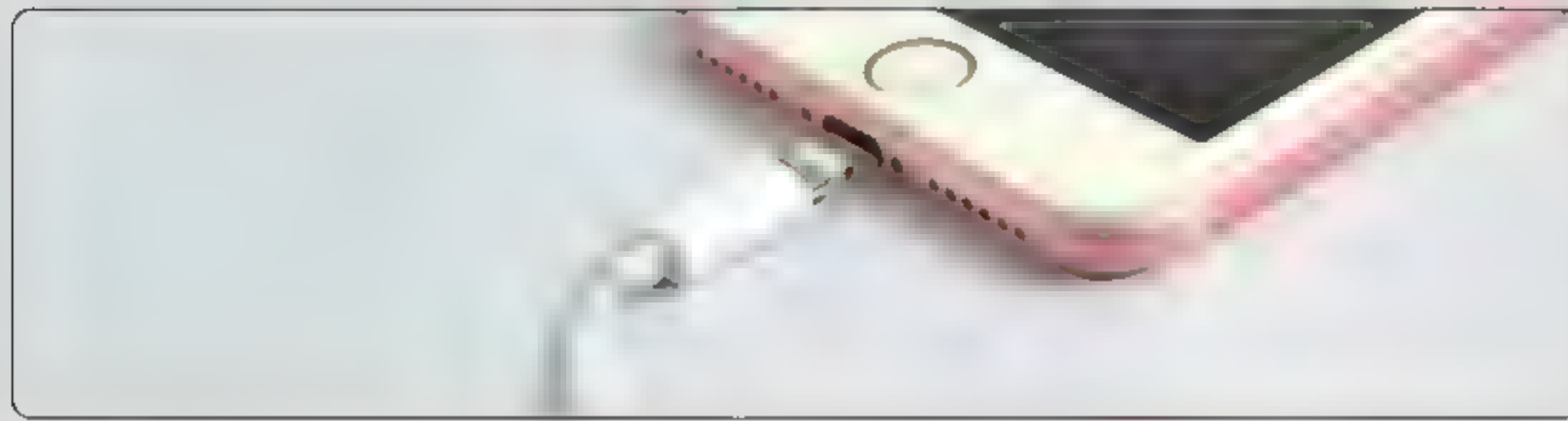
The single, dual, or triple cameras are found to the rear of the devices. The dual- and triple-camera models boast wide-angle and telephoto capabilities, with ultra-wide available on three-lens iPhones, and all of them have optical stabilisation for better pictures.

To the right of the display is the Side button. This multi-functional button has seen off the old Home button and can summon Siri, launch Face ID, access Apple Pay and more.

To the base of the latest iPhones range you will find the Lightning Connector/audio EarPods connection port, built-in microphone and built-in stereo speakers.

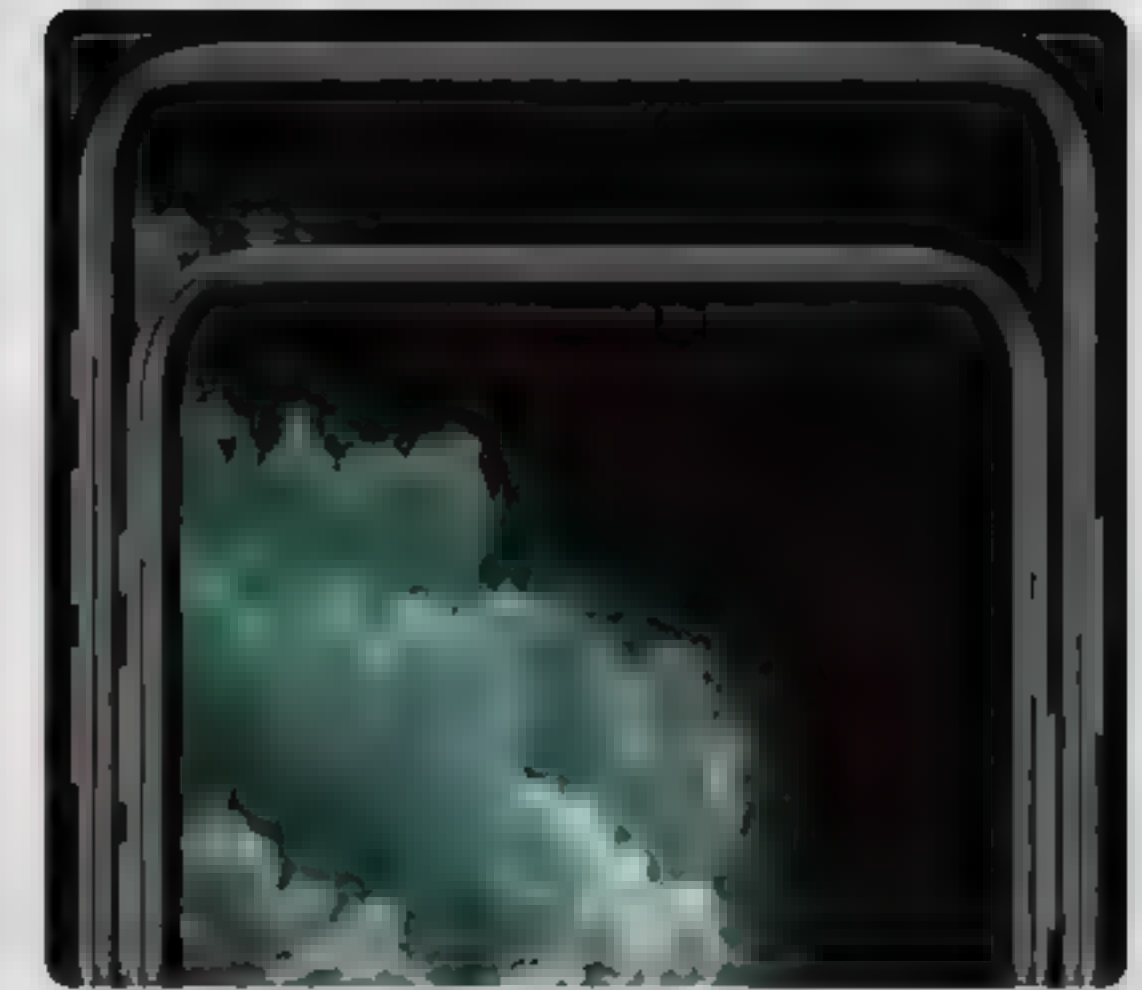
The Lightning Connector.

Current iPhones use a Lightning connector for charging, syncing, and (on the latest iPhones) for connecting cabled earbuds using an adapter.



Plus/Max Sizes.

Some iPhone models come in two sizes: a large version, known as the Plus or the Max, and a regular version that lacks this suffix. The larger-sized iPhones, known as 'phablets', are halfway between a phone and a tablet.



iPhones with a Home button at the bottom

Older iPhones, and cheaper models, have a Home button at the bottom. These include iPhone 8/8 Plus, iPhone 7/7 Plus, iPhone 6s/6s Plus, iPhone SE and all earlier models. A very old iPhone might lack Touch ID.

The front facing FaceTime camera features Retina Flash, wide colour capture and an excellent image quality.

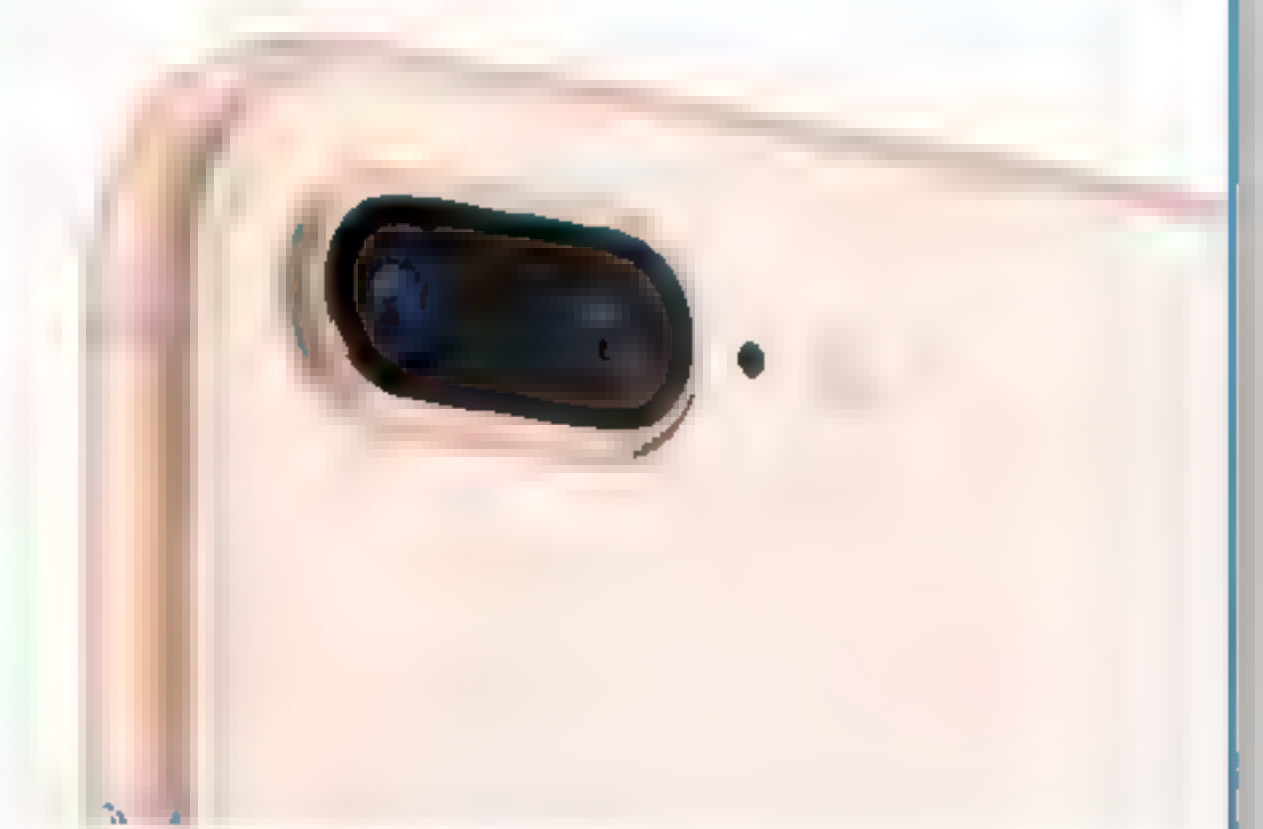
Screen: The 4.7-inch and 5.5-inch Retina HD displays on the iPhone 8 and iPhone 8 Plus offer superb colour reproduction and depth. With a resolution of 1334 x 750 at 326ppi for the iPhone 8 and 1920 x 1080 with 401ppi on the iPhone 8 Plus, there's plenty to see.

To the left of the display there are the Volume buttons and a Ring/Silent switch; these feature on both large and small models.

The familiar Home button and Touch ID sensor is situated at the bottom middle of the device, something that is missing on the flagship latest iPhone models.



On the right-hand side of the iPhone (or the top on the iPhone SE) is a button. Press and hold it to turn your iPhone on and off, or press it to lock the screen.



The Dual 12MP cameras are found to the rear of the Plus models. These improved cameras offer unparalleled features such as dual optical stabilisation and fast lenses, depth sensing and facial mapping, a new colour filter and powerful telephoto lens utilising state of the art seven-magnet technology.

To the bottom of the iPhone you will find the Lightning Connector, built-in microphone and built-in stereo speakers.

14

Set Up Your iPhone For the First Time

If you're setting up your new iPhone straight out of the box, follow this guide as we take you through the extremely important first time setup. Learn how to set up all the core functions of your iPhone, from switching it on for the first time to making your first phone call. Whichever model of iPhone you own, with our help you'll soon be up and running.

Inserting your Nano-SIM card



1 To activate your iPhone, you must first insert the Nano-SIM card provided by your mobile phone network provider. An eSIM card is non-removal as detailed below.



2 Use a SIM eject tool like the one pictured here, or maybe a straightened paper clip, and insert it into the small hole next to the SIM slot. The tray then pops out as shown.

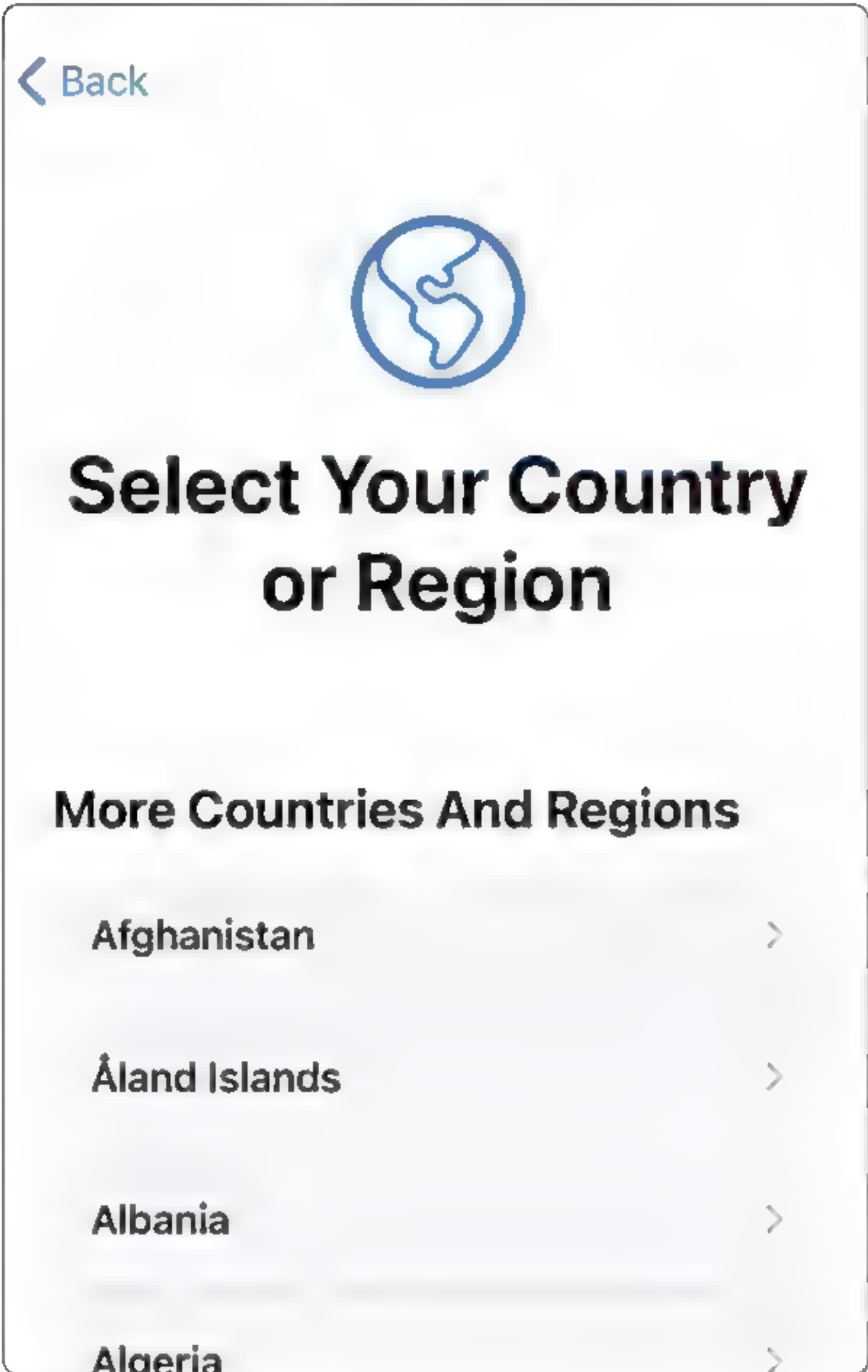


3 Place the SIM card in the tray (there's only one way it can go in) and slide the tray back in the slot. Push it in firmly so it snaps into place. Your iPhone should recognise it.

eSIM explained.

The dual sim functionality introduced with the 2018 iPhone models, enables users to access two sim cards in one iPhone. Unlike the standard sim card, the eSIM card is built into the phone itself and is accessed via software, with your coverage purchased via mobile networks. By using dual sims you can now access two mobile networks and numbers in one device.

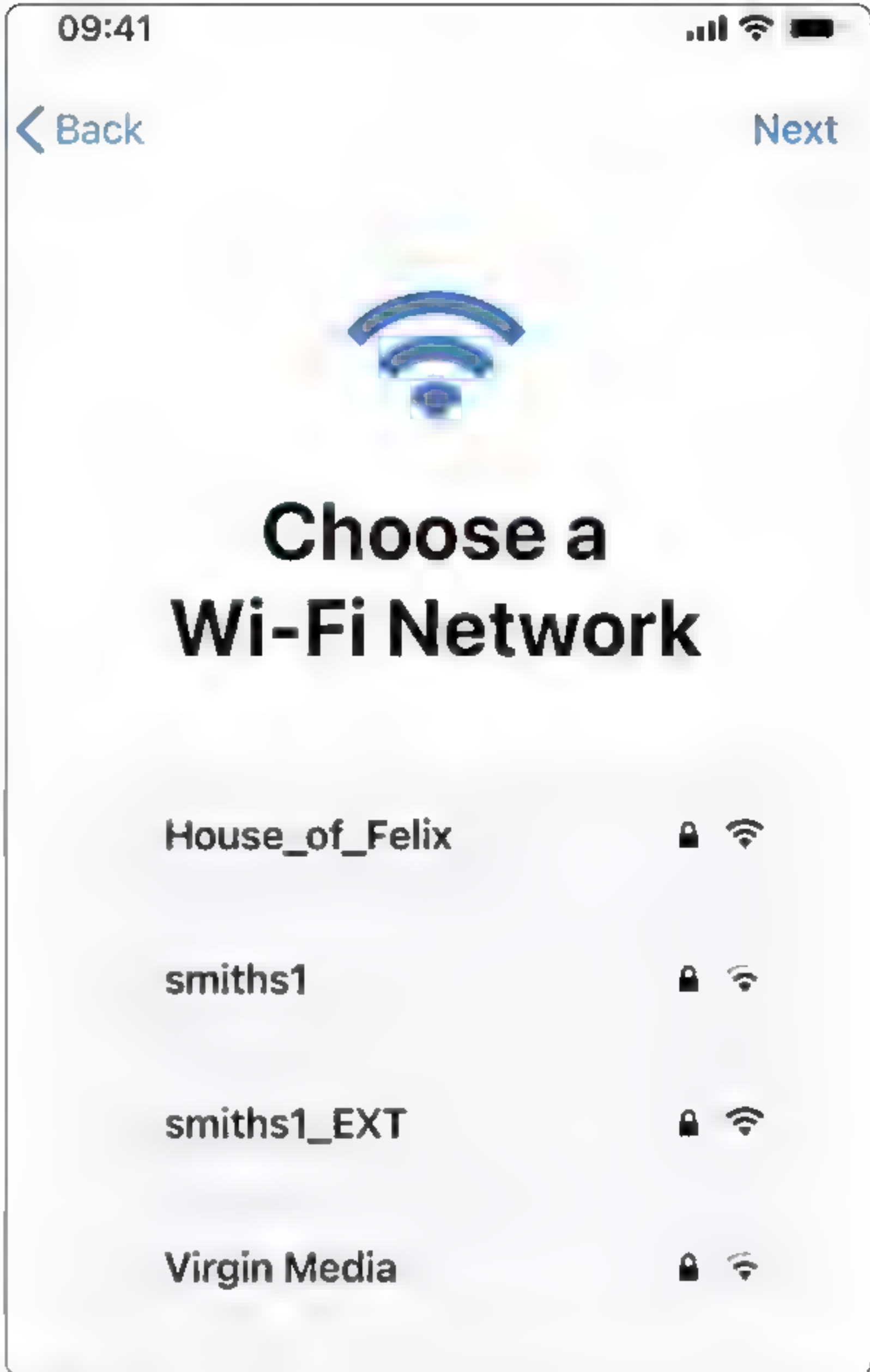
The initial set up of your iPhone



1 The opening screen shows 'Hello' in different languages. Press the Home button or flick the screen up. Select your language, followed by the country, or region, in which you're to use the phone.



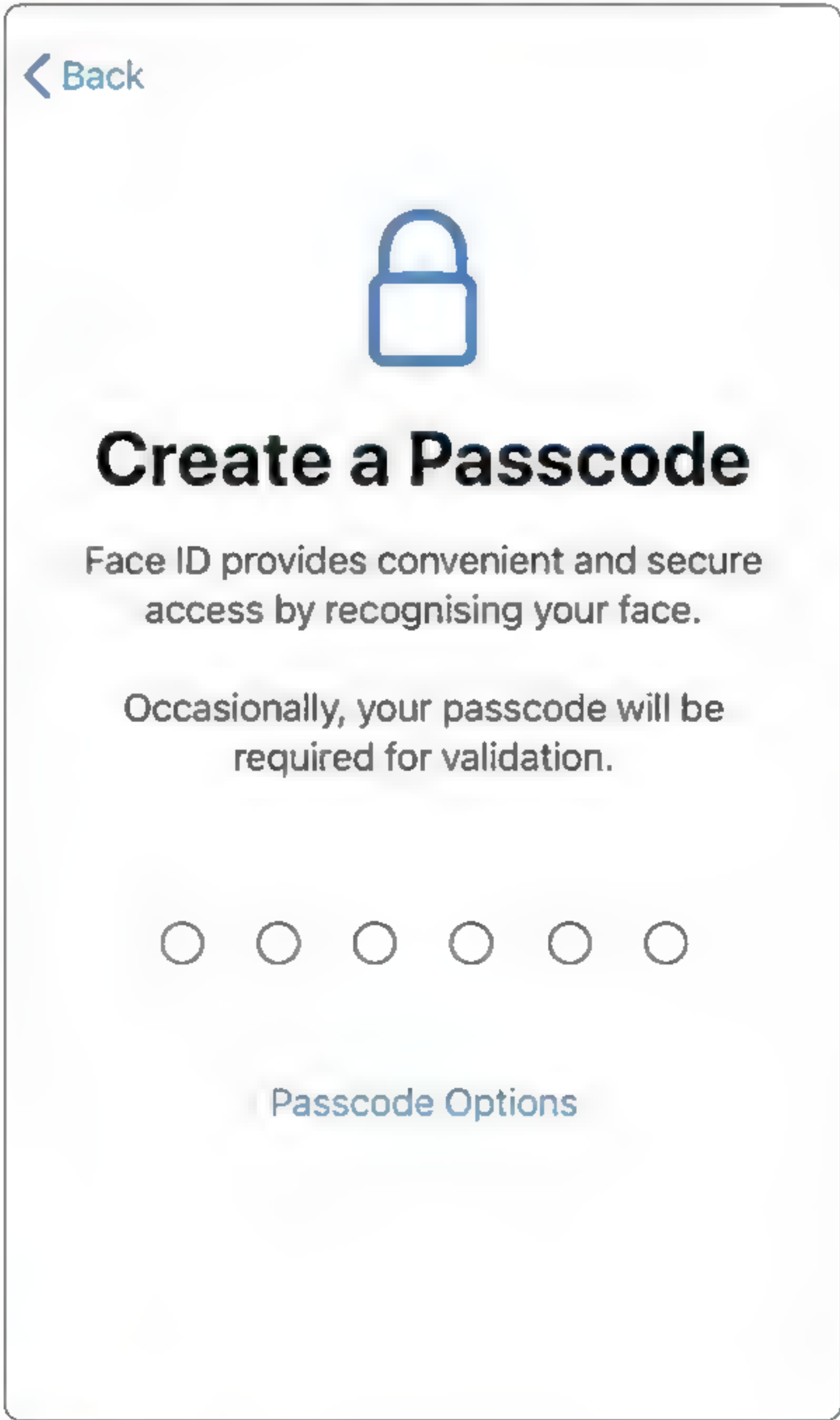
2 If you already have an iPhone or an iPad running iOS 11 or later handy, you can set up your new iPhone by bringing them together as shown to sign in automatically. If not, tap Set Up Manually.



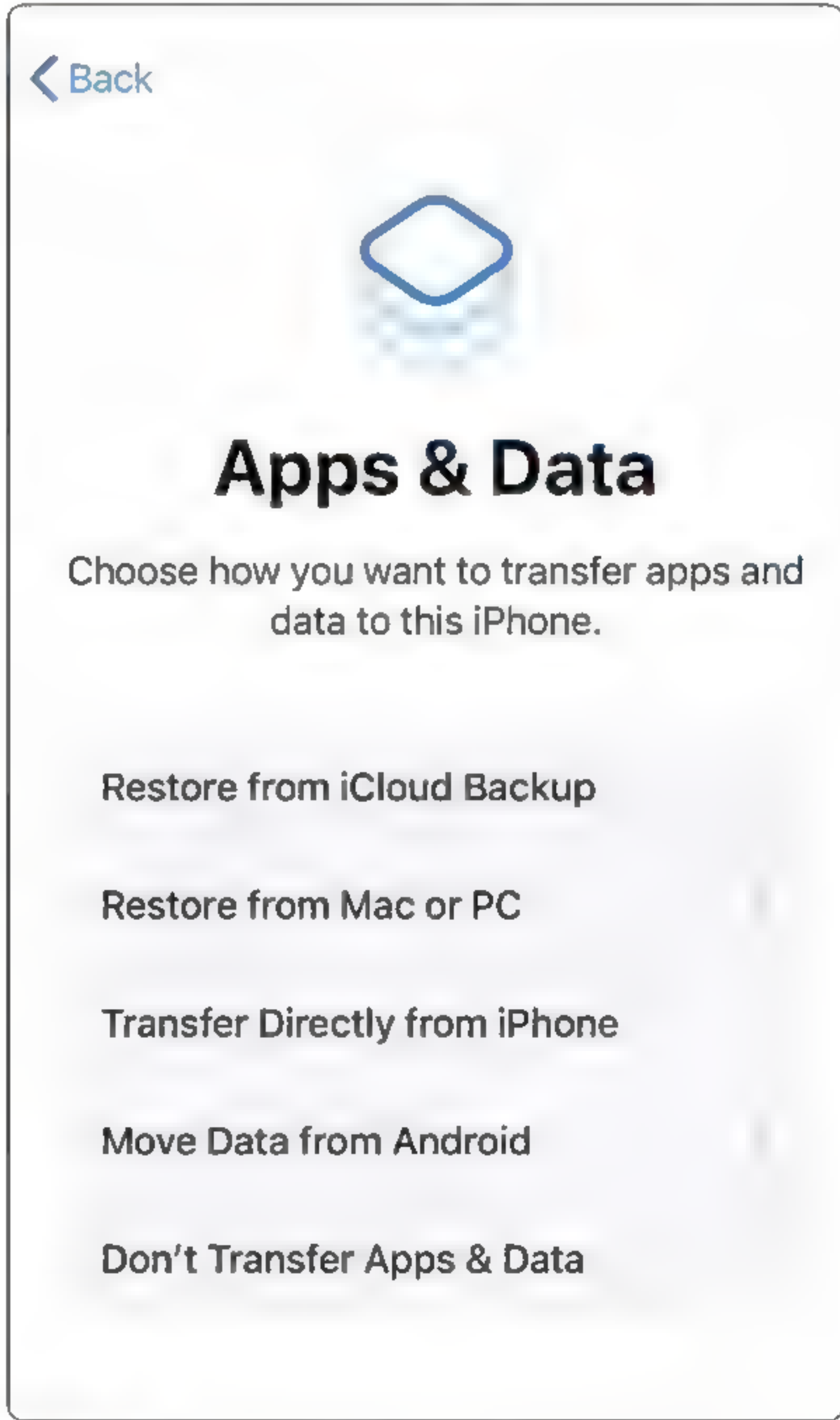
3 Choose your network from the list, then enter the password supplied with (or printed on) your router. Tap Next, then on the next screen, tap Continue after reading about Data & Privacy.



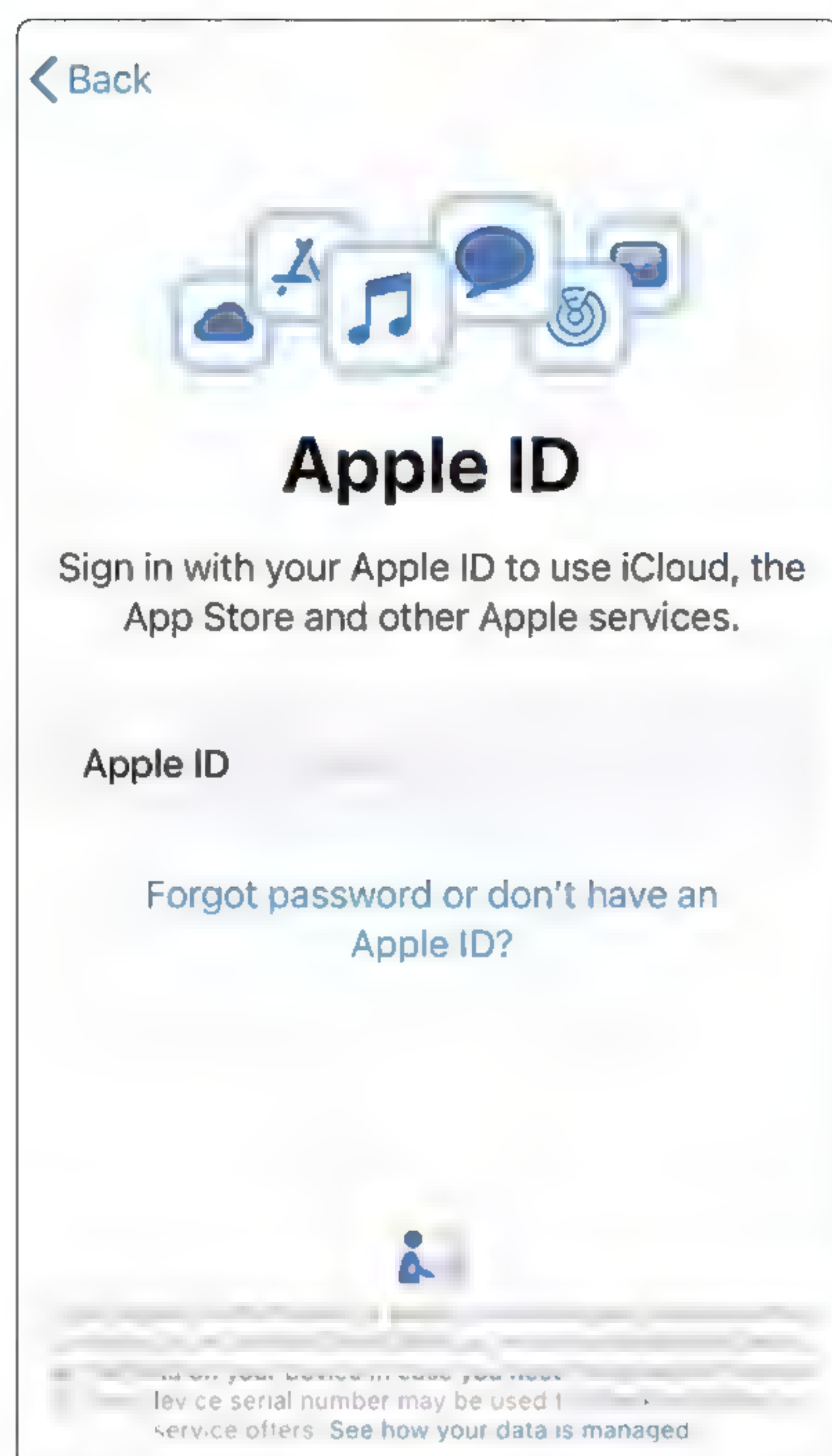
4 The next step is setting up your Face ID (or on older iPhones, Touch ID). If you wish to do this now, see the tutorials later in this book for the relevant step-by-step guides.



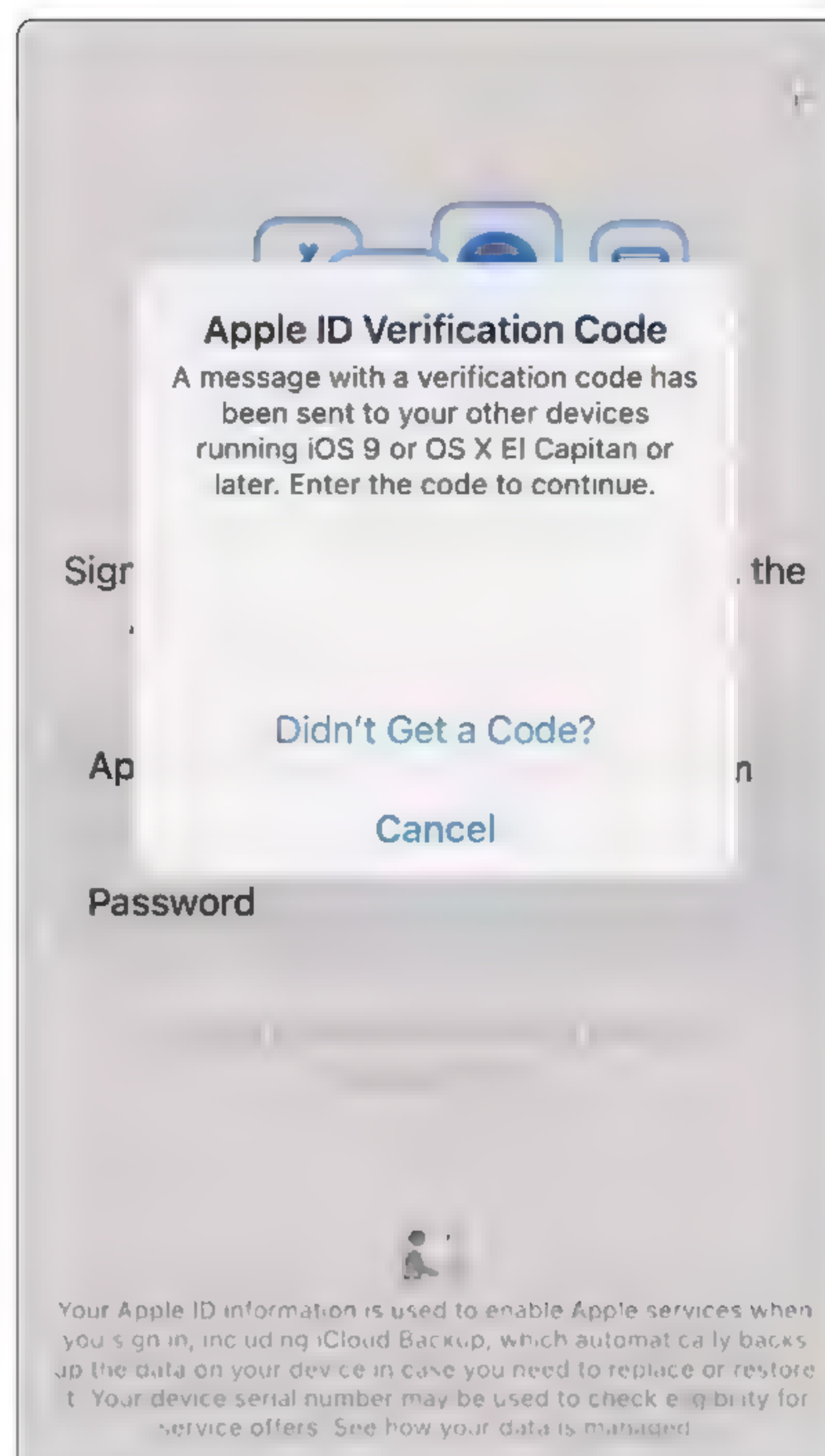
5 Choose a six-figure passcode used to unlock your iPhone. Alternatively, tap Passcode Options to add a different type of code; or skip it altogether (not recommended).



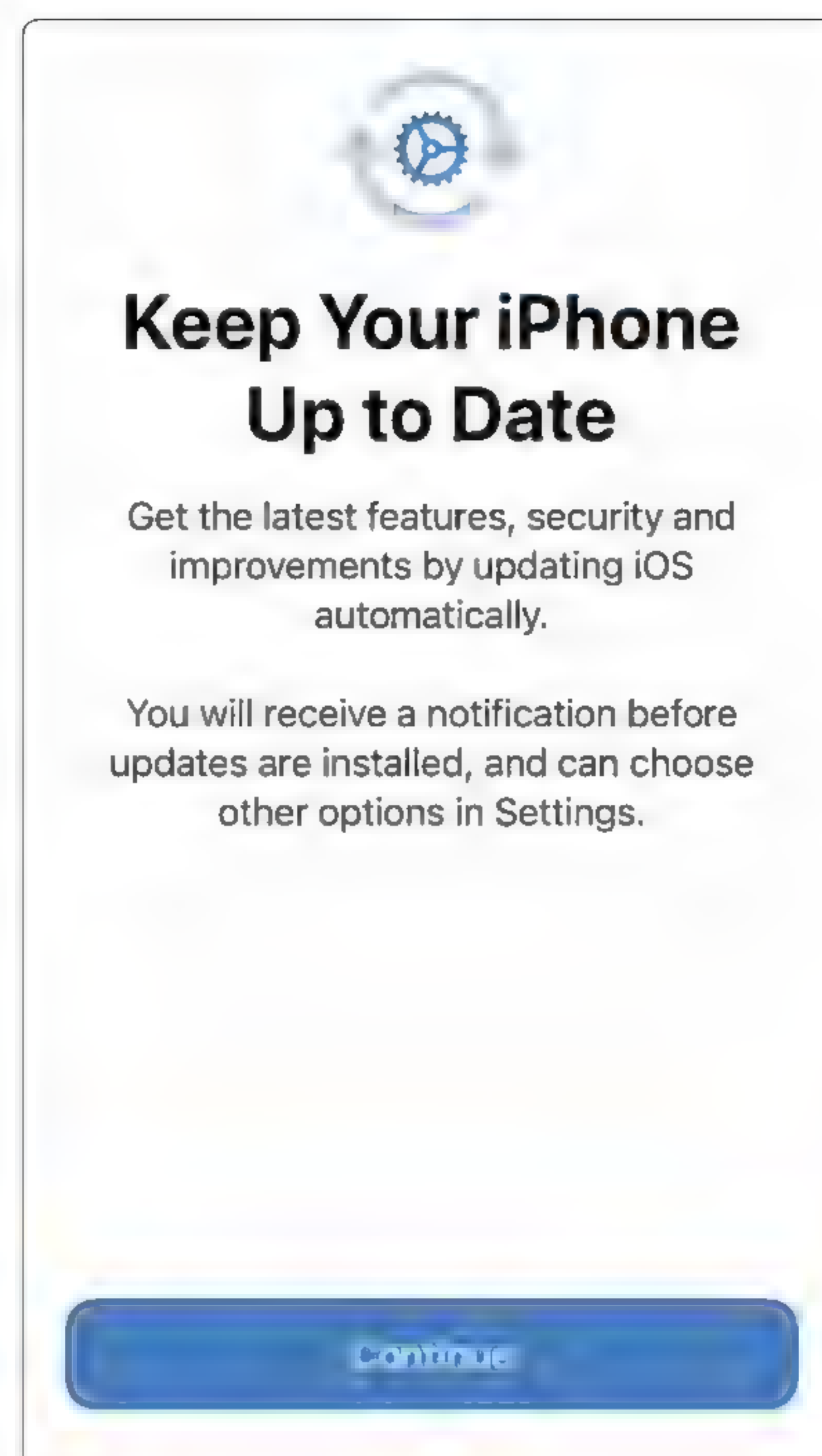
6 After setting your passcode, you can transfer data from your other phone (iPhone or Android) or a backup if you wish. If this is your first iPhone, choose the last option.



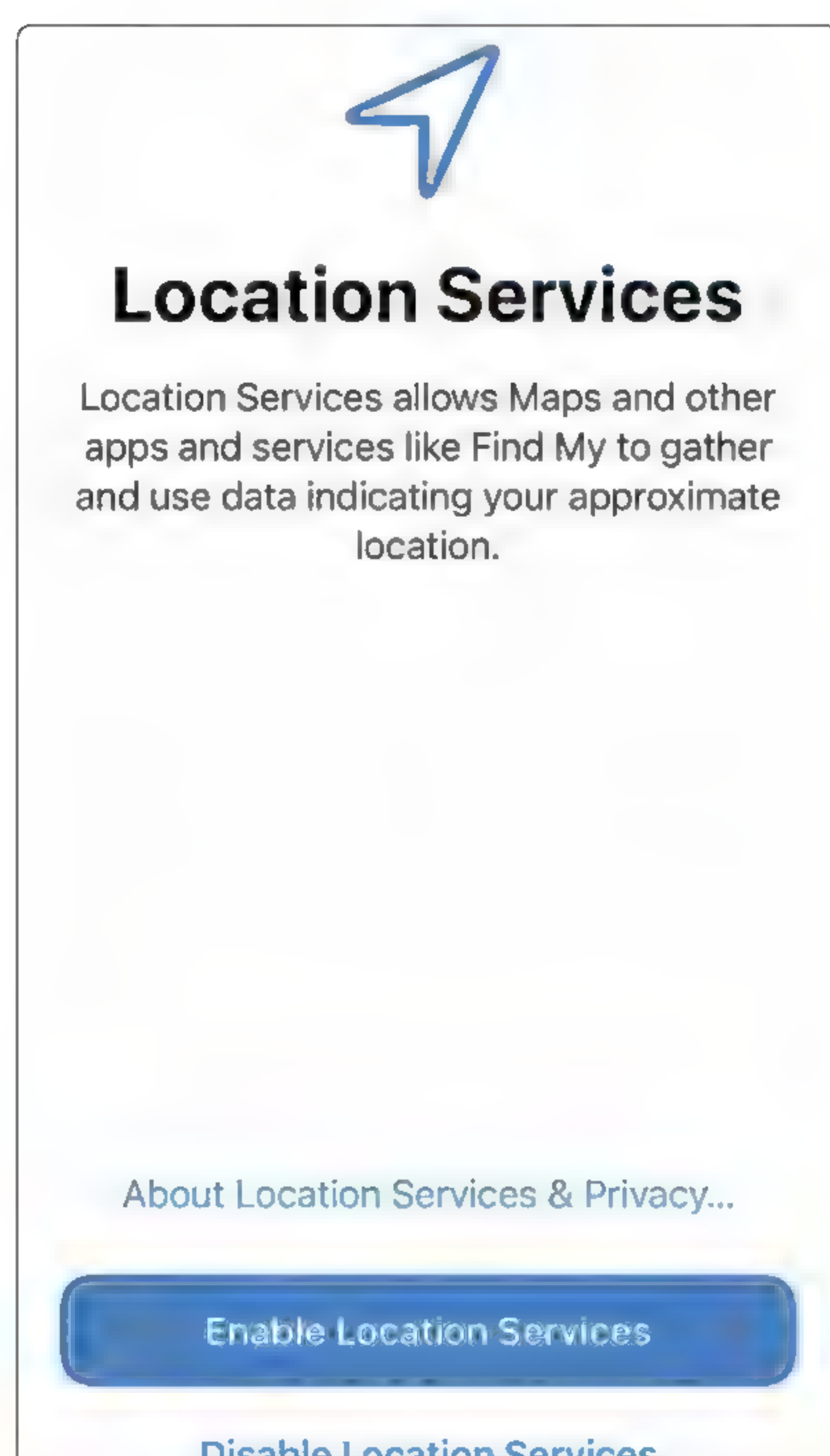
7 Enter your Apple ID. This is your email address and password. If you don't have one, tap the link below the Password field and follow the tutorial on Your Apple ID – How to Set it Up.



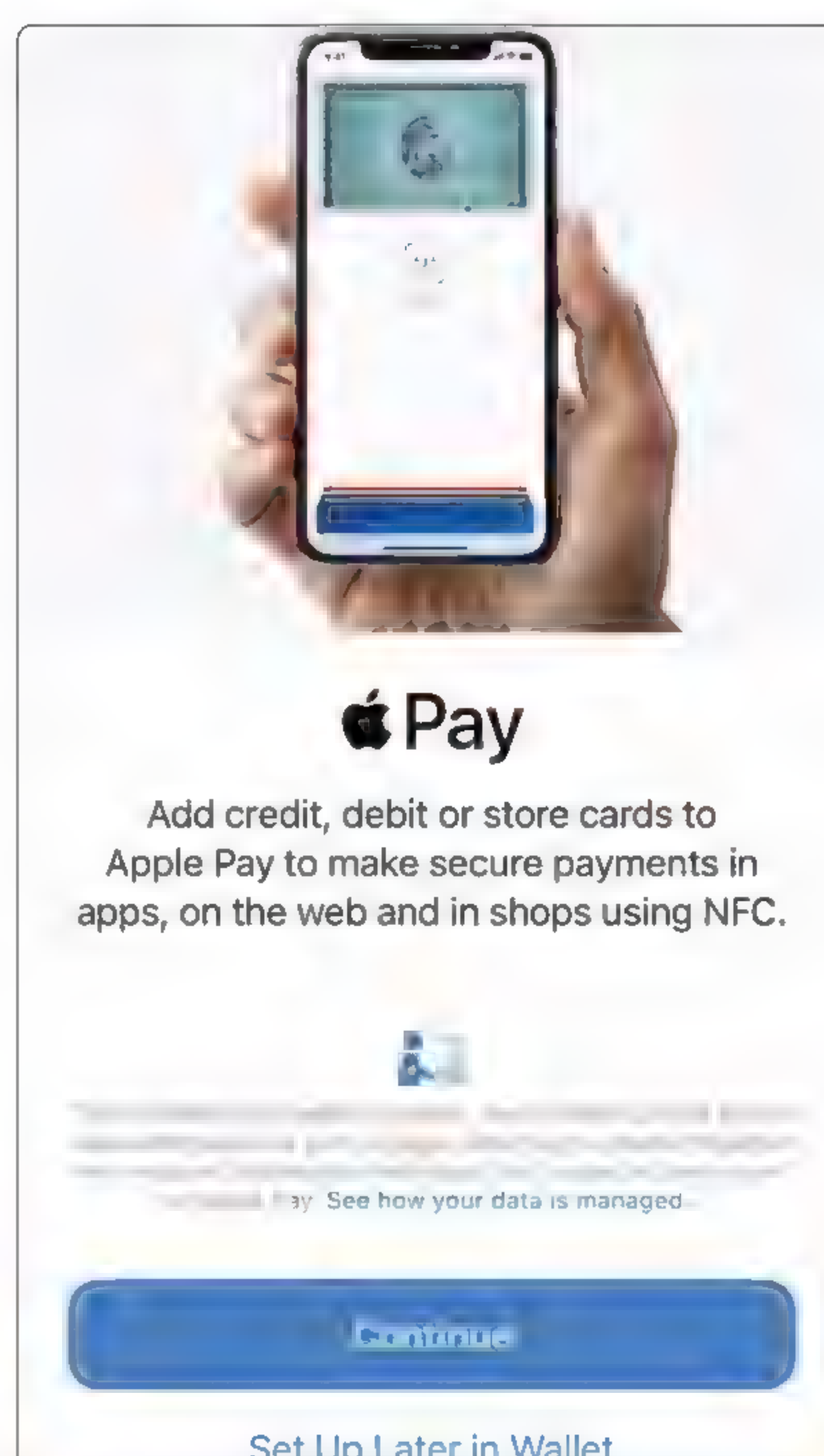
8 If you have other recent Apple devices signed into the same Apple ID you just used, you're sent a verification code. Read it off your other Apple device and type it here. Agree to the T&Cs.



9 You can opt to have your iPhone install updates automatically or, if you'd rather do it yourself, to install them manually. Tap your preferred option and proceed to the next step.



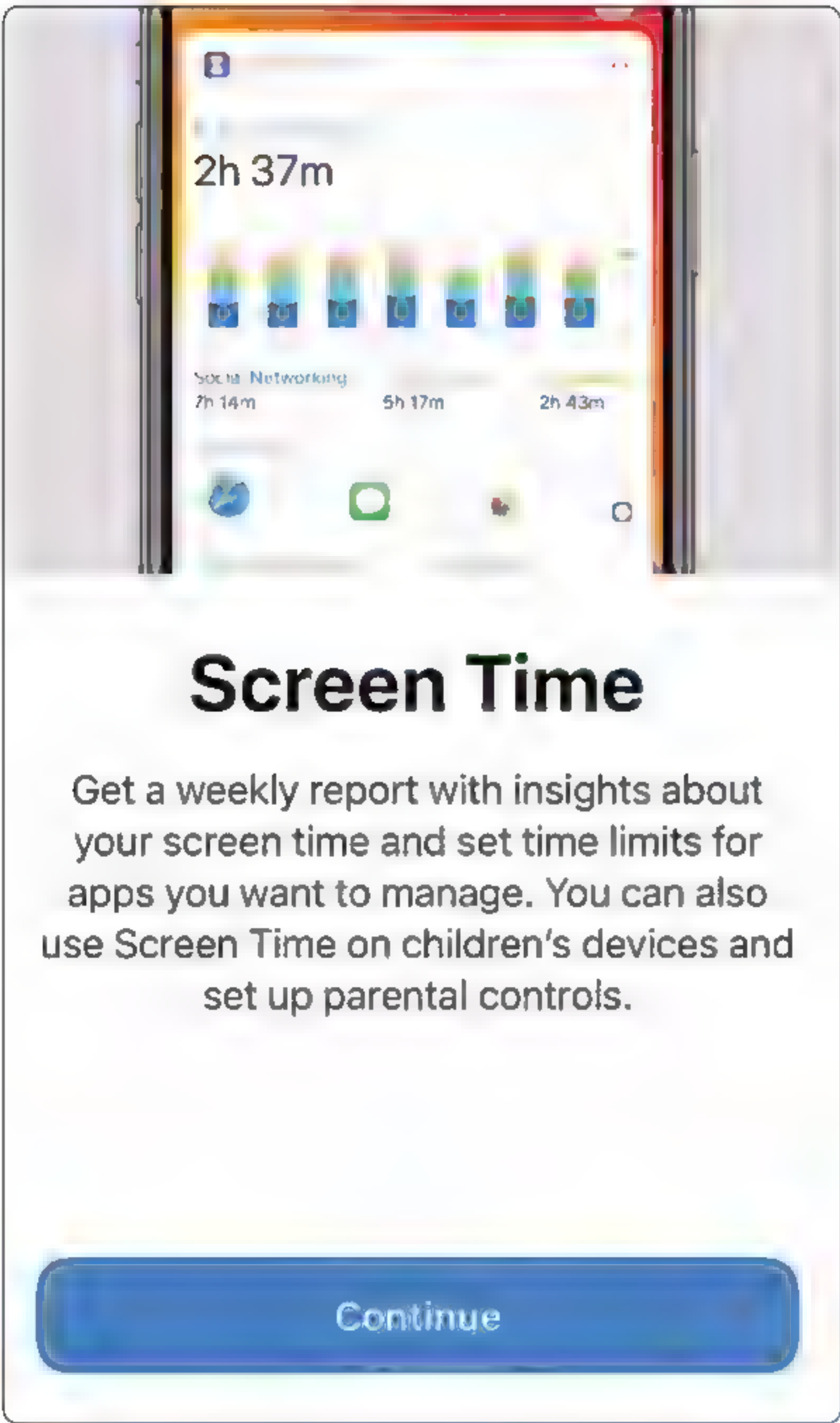
10 Do you wish to enable Location Services; we suggest you should because, whilst this enables your iPhone to gather data about where you are, it is essential for apps like Find My and Maps.



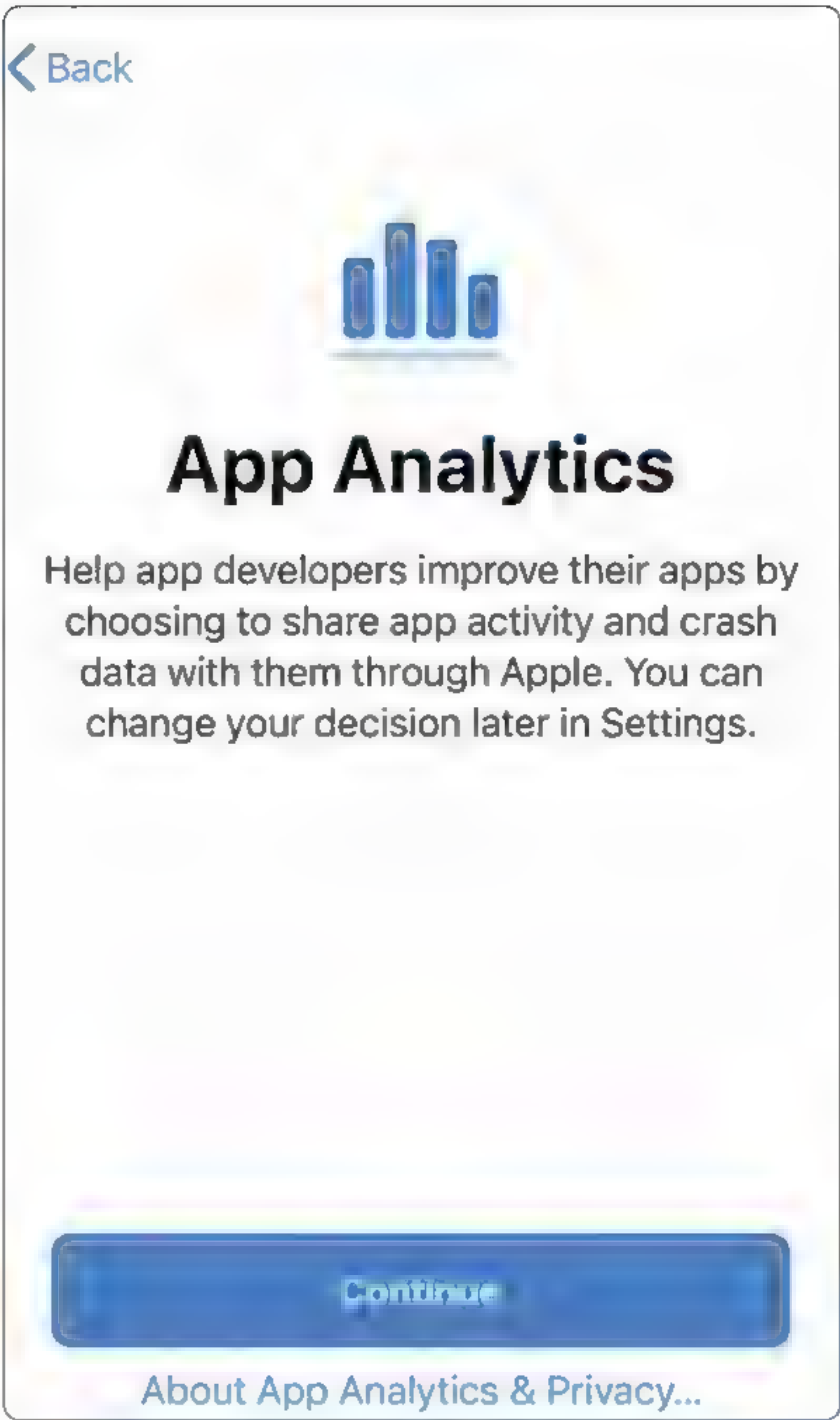
11 Do you set up Apple Pay now, or later in the Wallet app? If you decide to do it now, follow the on-screen instructions. Naturally, if you don't want to use it at all, you can ignore this feature.



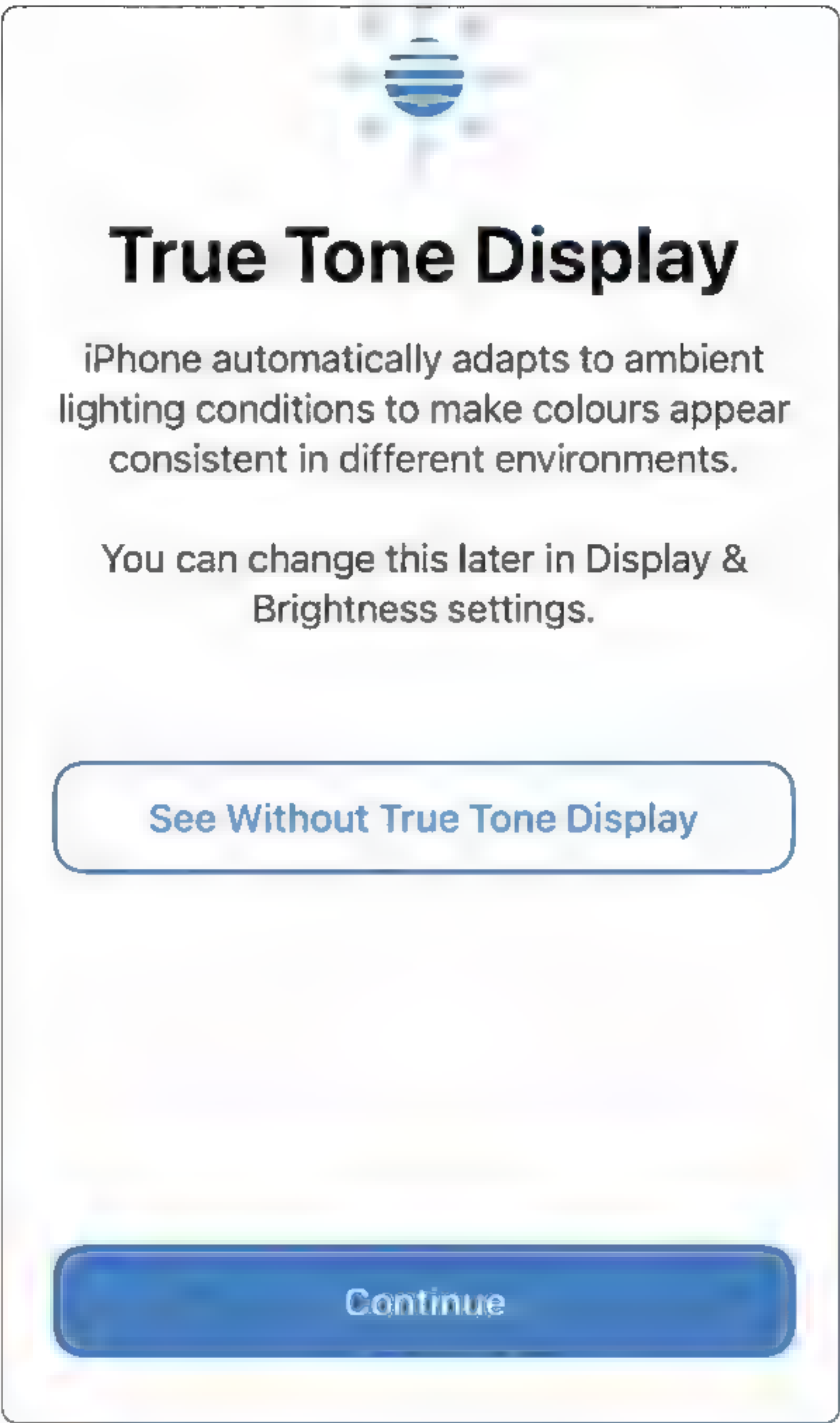
12 You can now train Siri to recognise your voice. Again, if you want to do it now, follow the on-screen instructions. If not, tap Set Up Later in Settings; you can do it any time you like.



13 You can now set up Screen Time, a feature that gives you a weekly report on how you use your iPhone. There's a full tutorial on it later in this book. Set it up now, or later as you wish.



14 The next two screens ask if you want to share iPhone Analytics and iCloud Analytics with Apple and its developers. It's up to you, and you can change your mind in Settings later.



15 Do you wish to use the iPhone's True Tone Display feature? If you do, the screen brightness adapts to ambient light conditions. Again, you can turn this option on or off in Settings later.



16 Decide whether to use Light Mode or Dark Mode (this is another option you can change later, in Settings). You're then welcomed to the iPhone and are ready to get started.

Wiping an iPhone.

If you need to erase all previously used settings and data from your iPhone, you need to reset it to factory conditions then set it up using this tutorial.

General **Reset**

Reset All Settings

Erase All Content and Settings

Reset Network Settings

Reset Keyboard Dictionary

Reset Home Screen Layout

Reset Location & Privacy

Reset Keyboard Dictionary

Reset Home Screen Layout

Reset Location & Privacy

This will delete all media and data, and reset all settings.

Erase iPhone

Cancel

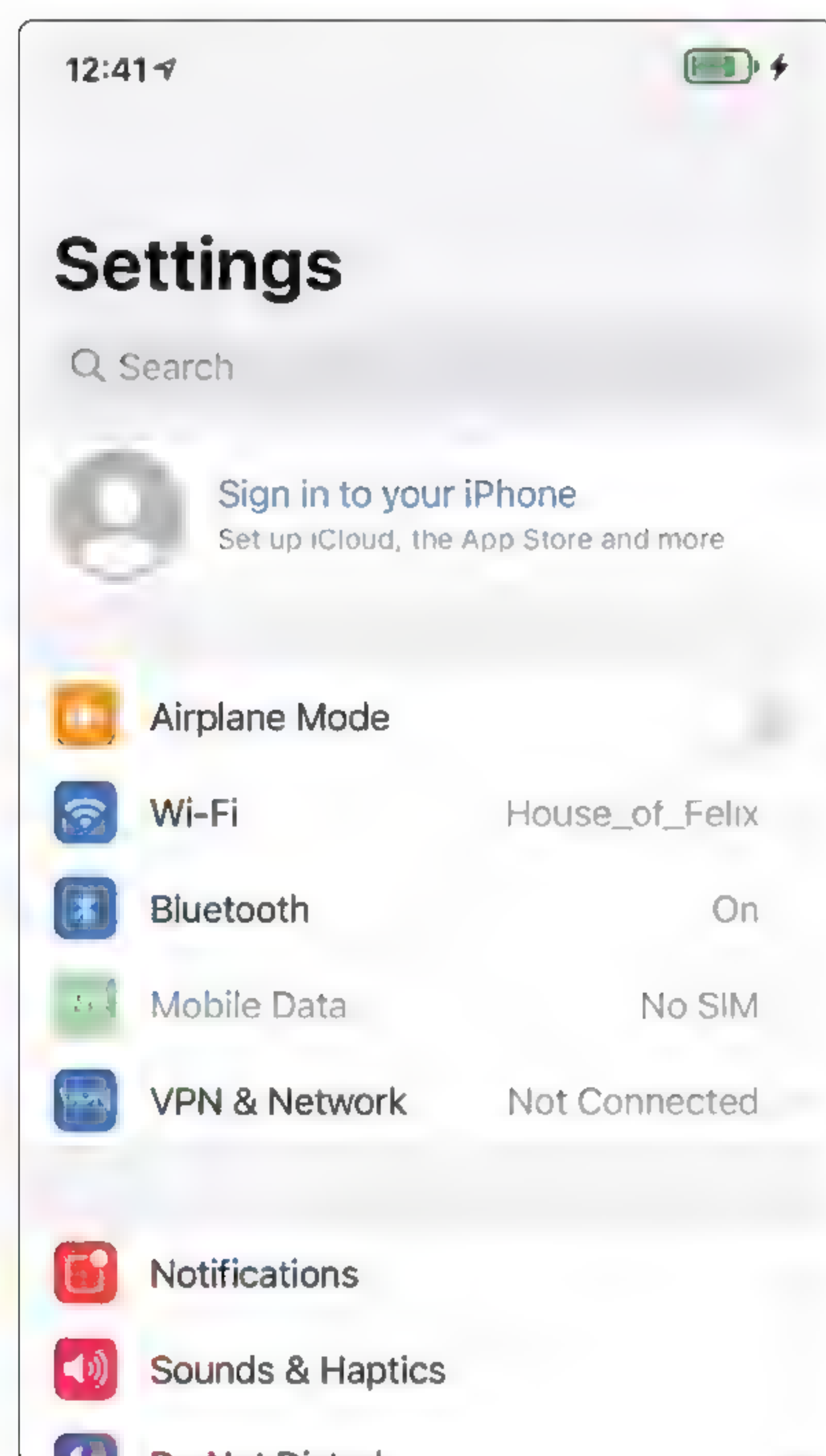
From the home screen, go to Settings > General. Tap the Reset link at the bottom. Now tap Erase All Content and Settings. Back up when asked, if you haven't already, or just erase.

Enter the passcode, tap Erase iPhone, then again to confirm, and then enter the Apple ID. You might need to get these from the phone's previous owner. Your iPhone is then wiped.

14

Your Apple ID Set Up and Use It

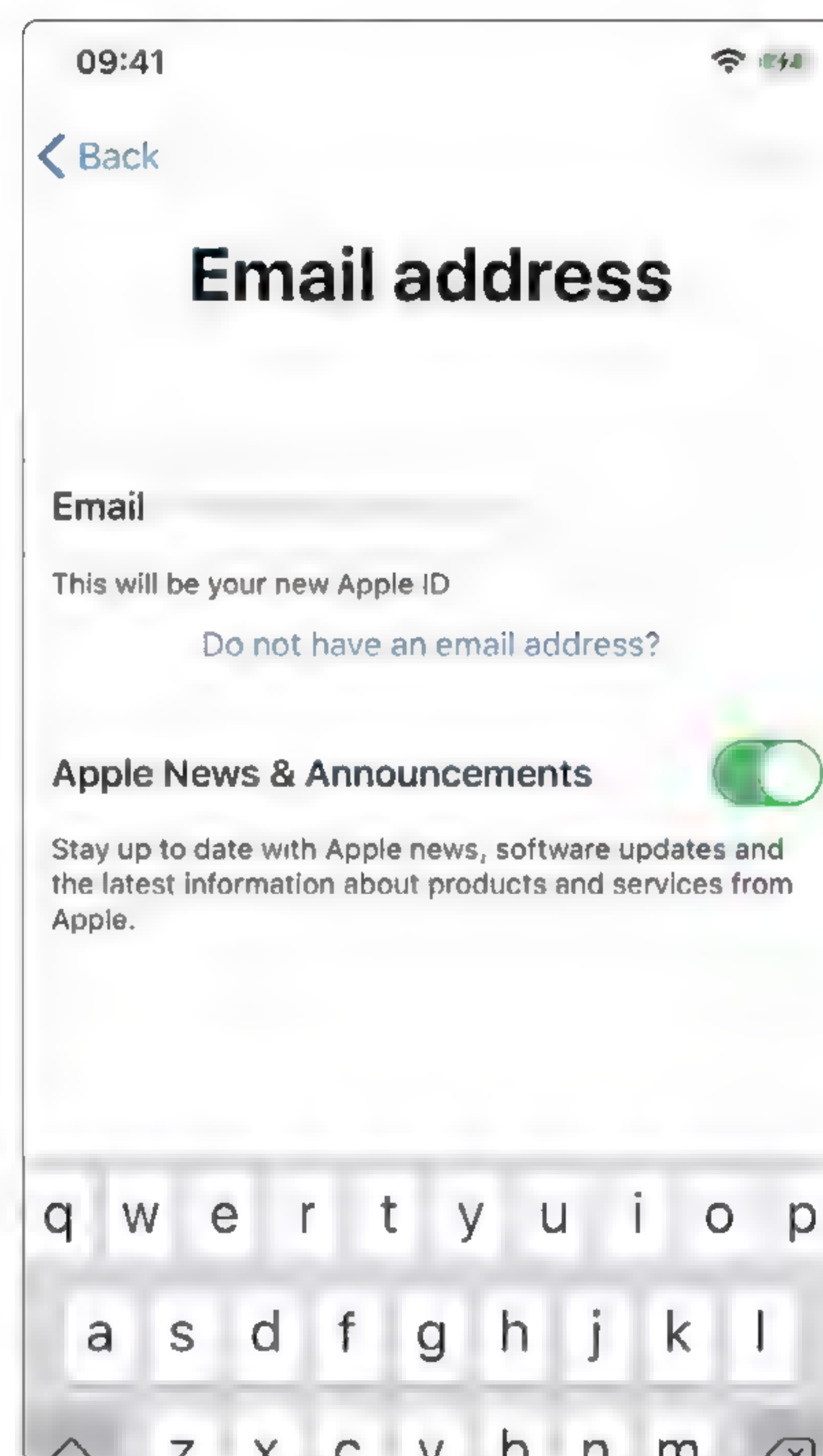
If you don't already have a working Apple ID, and you didn't register one while setting up your iPhone, you should do so now. With it you can download applications from the App Store, use FaceTime, buy music and movies from iTunes and use many of the iPhone's features and services. Without an Apple ID, you won't come close to getting the most from your iPhone.



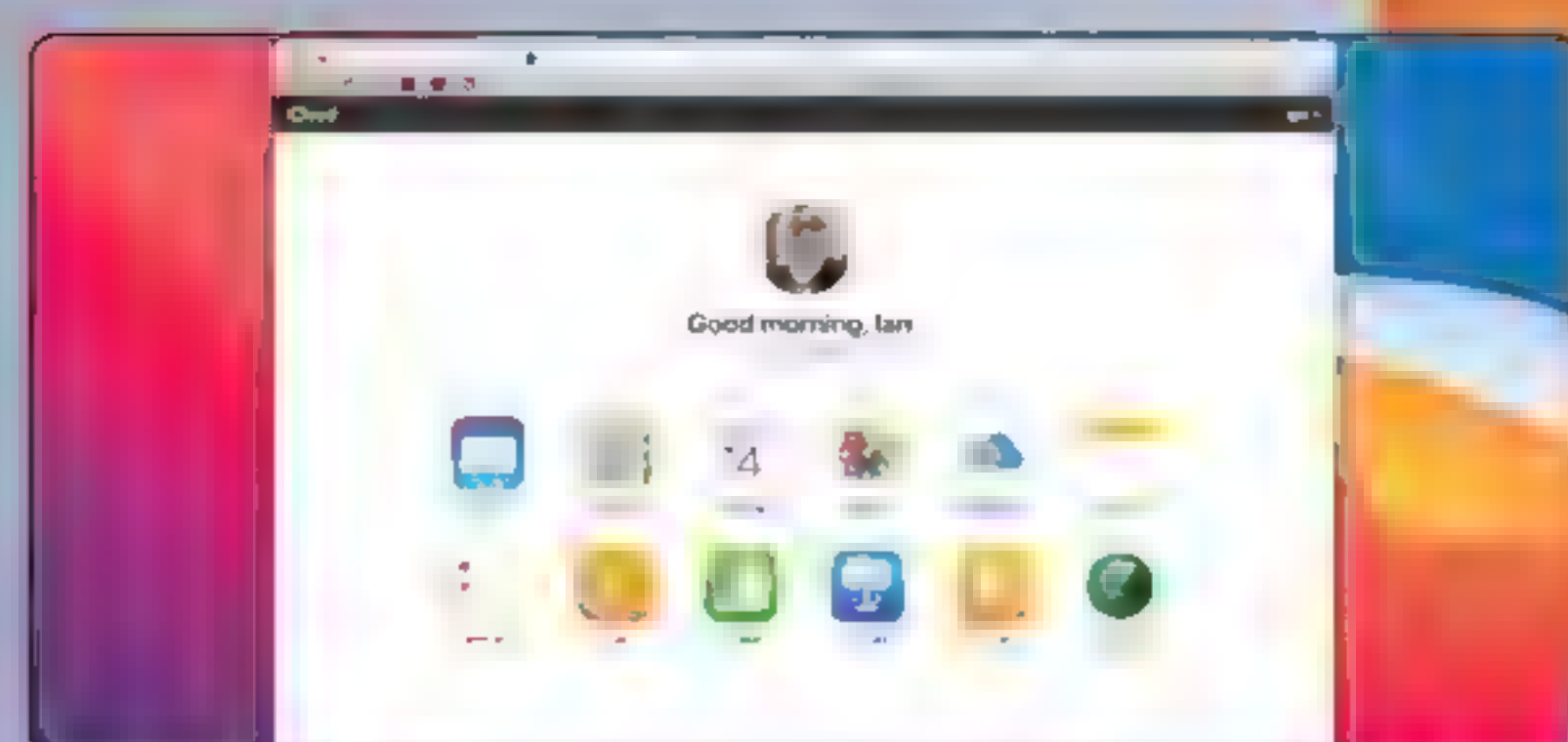
1 Open the Settings application from your iPhone's Home screen and scroll to the top of the screen. Tap the Sign in to your iPhone option right at the top of the list, then in the pop-up window, tap 'Don't have an Apple ID or forgot it?'



2 Tap Create Apple ID in the next window and, when instructed, enter your name in the fields provided. In the next field, Date of Birth, set your date with the wheels, and then tap Next to move on to the next step.

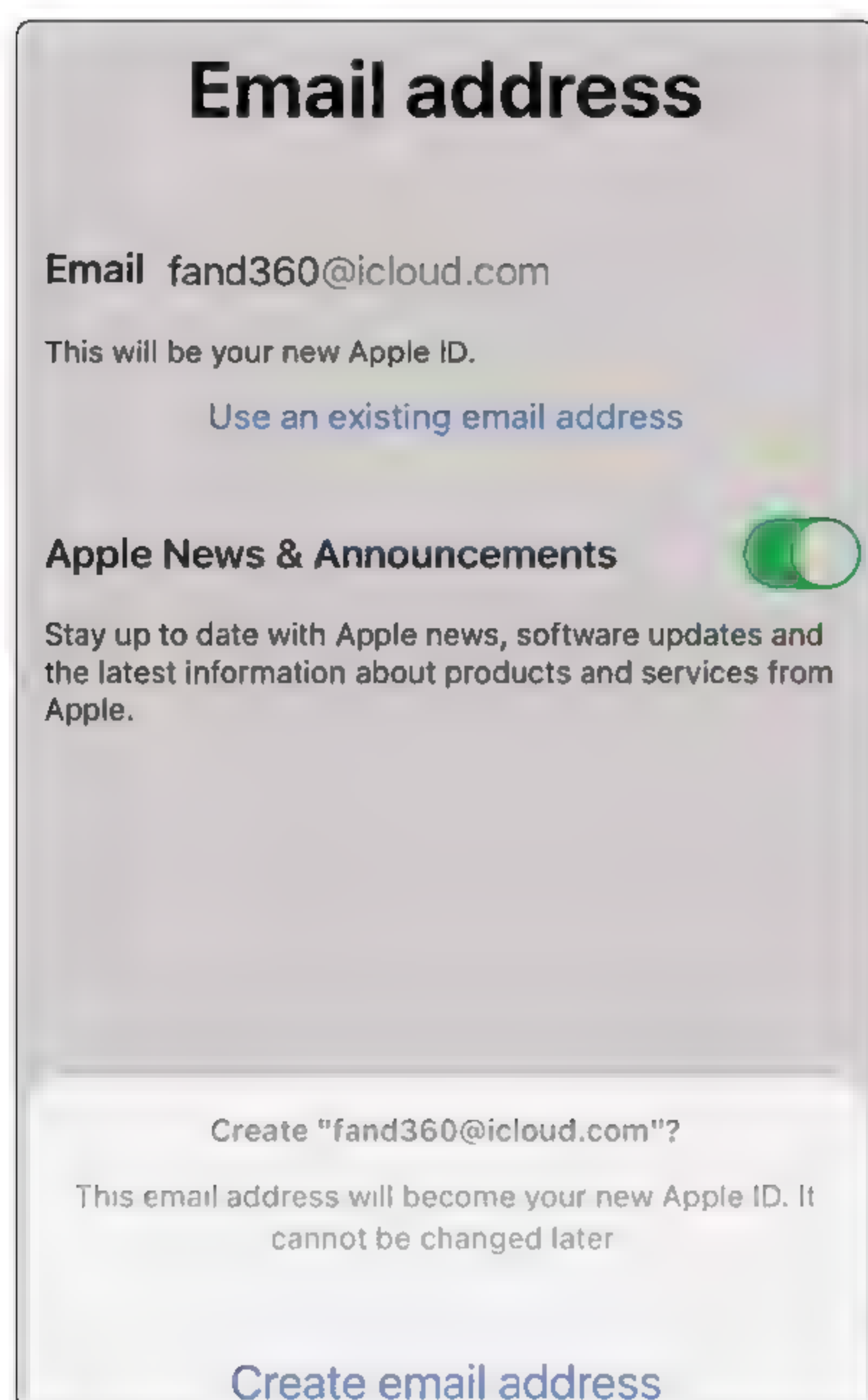


3 Then, you're asked whether you want to use your current email address (if you have one) for your Apple ID. Tap Do not have an email address? if you want to use the free iCloud address that comes with your Apple ID.

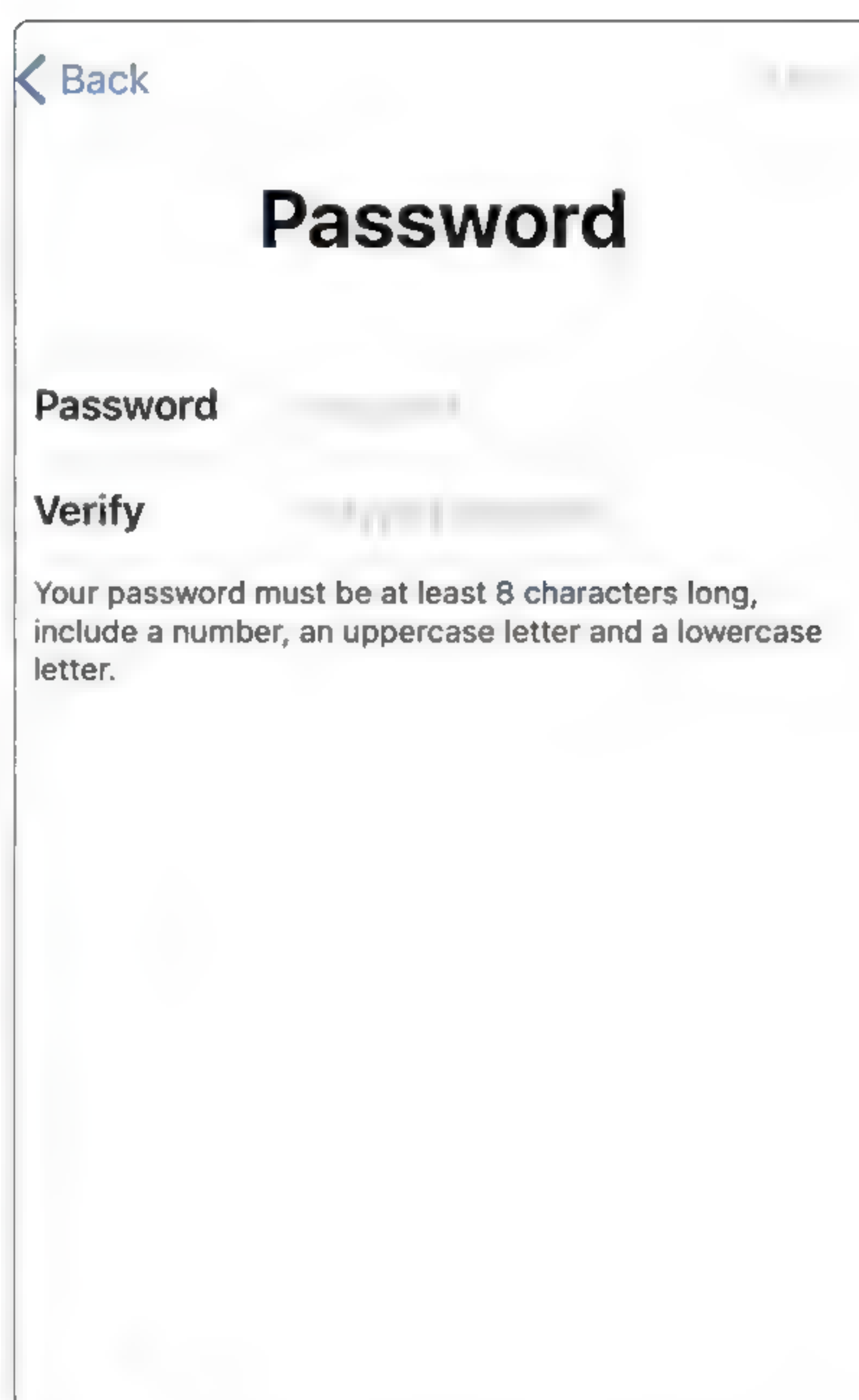


iCloud email.

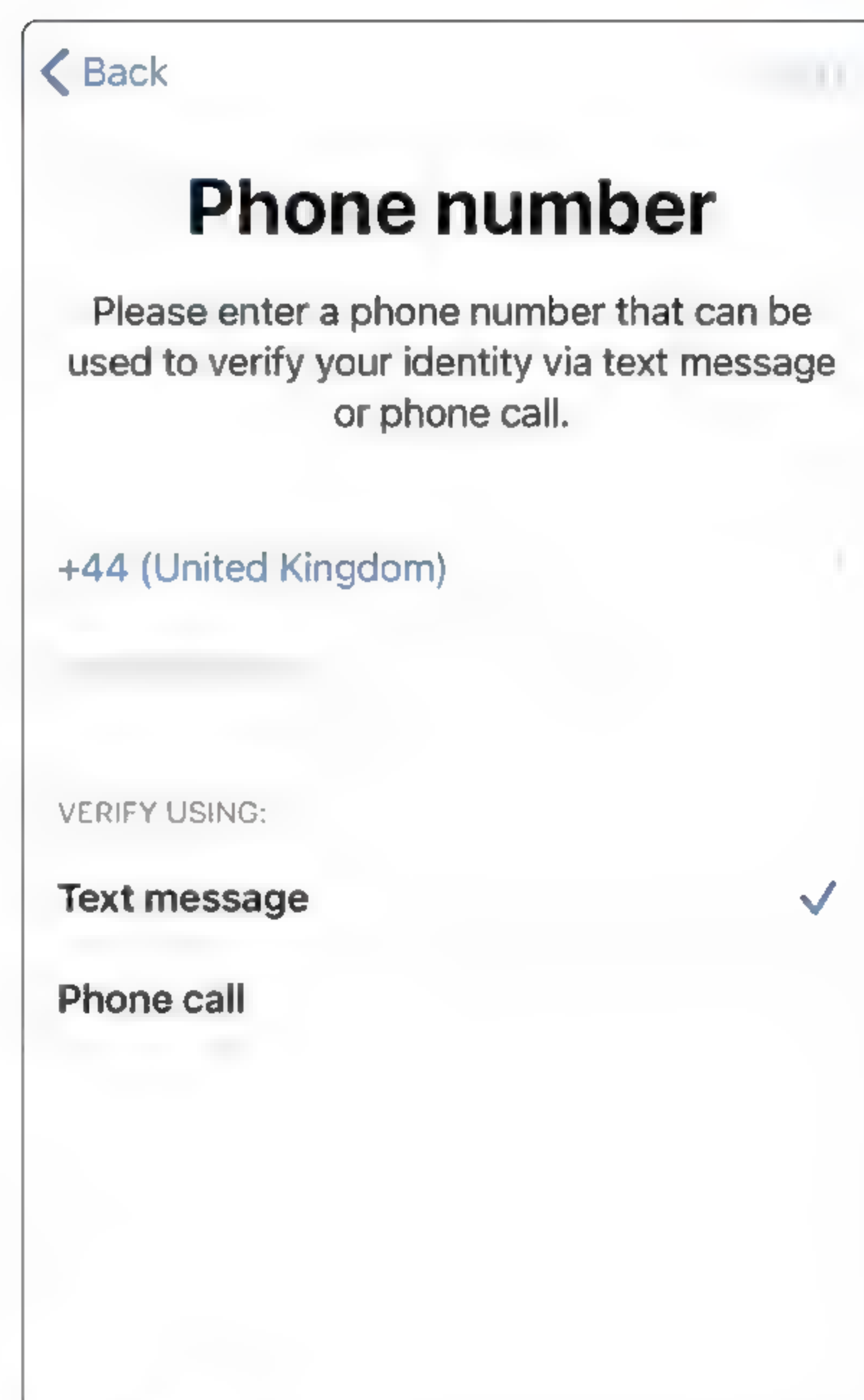
Your Apple ID gives you a free iCloud email address. You can use this email address on your iPhone and also on any other Internet devices you have, such as Macs, PCs or tablets, and through a browser at www.icloud.com. Best of all, you keep your iCloud address even if you change your Internet provider.



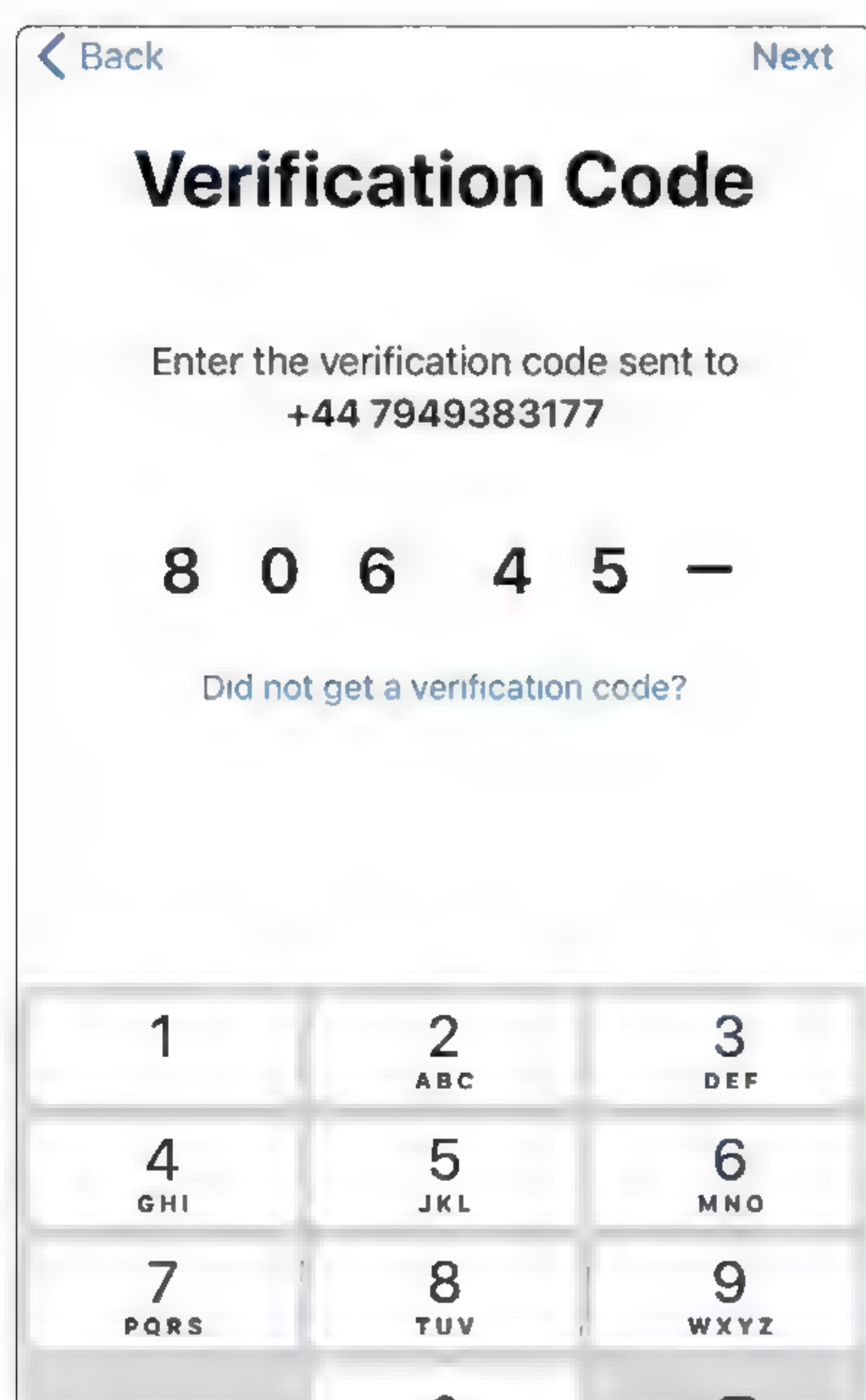
4 If you choose to use your new iCloud address, you're asked to complete your email, which ends '@icloud.com'. It may take a few tries before you find one that hasn't already been taken but when you do, accept it by tapping Continue.



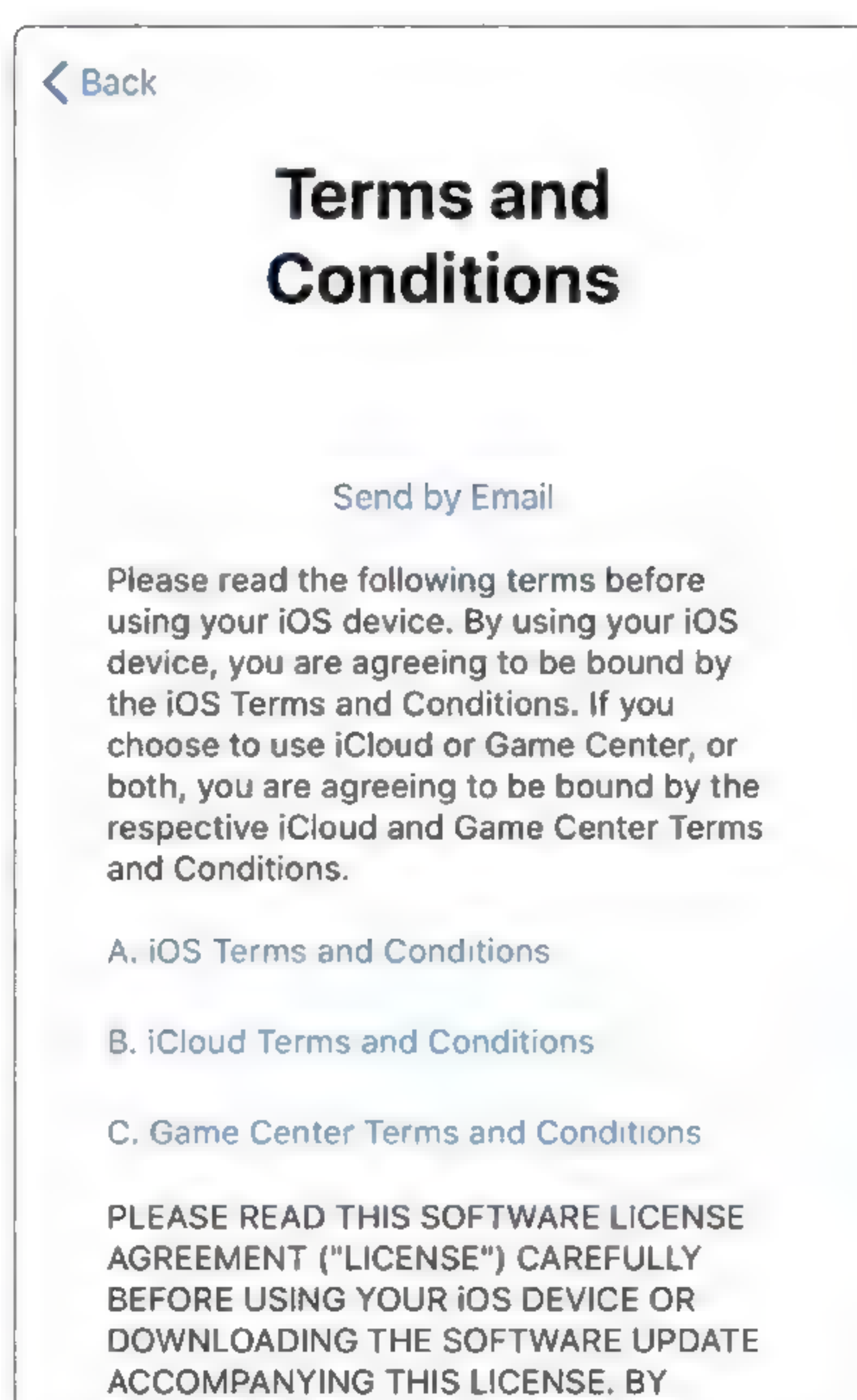
5 Now you must choose your password. As stated on the screen, it must be at least eight characters long and include at least one number, one upper case (capital) letter and one lower case letter. Make it something you can easily remember.



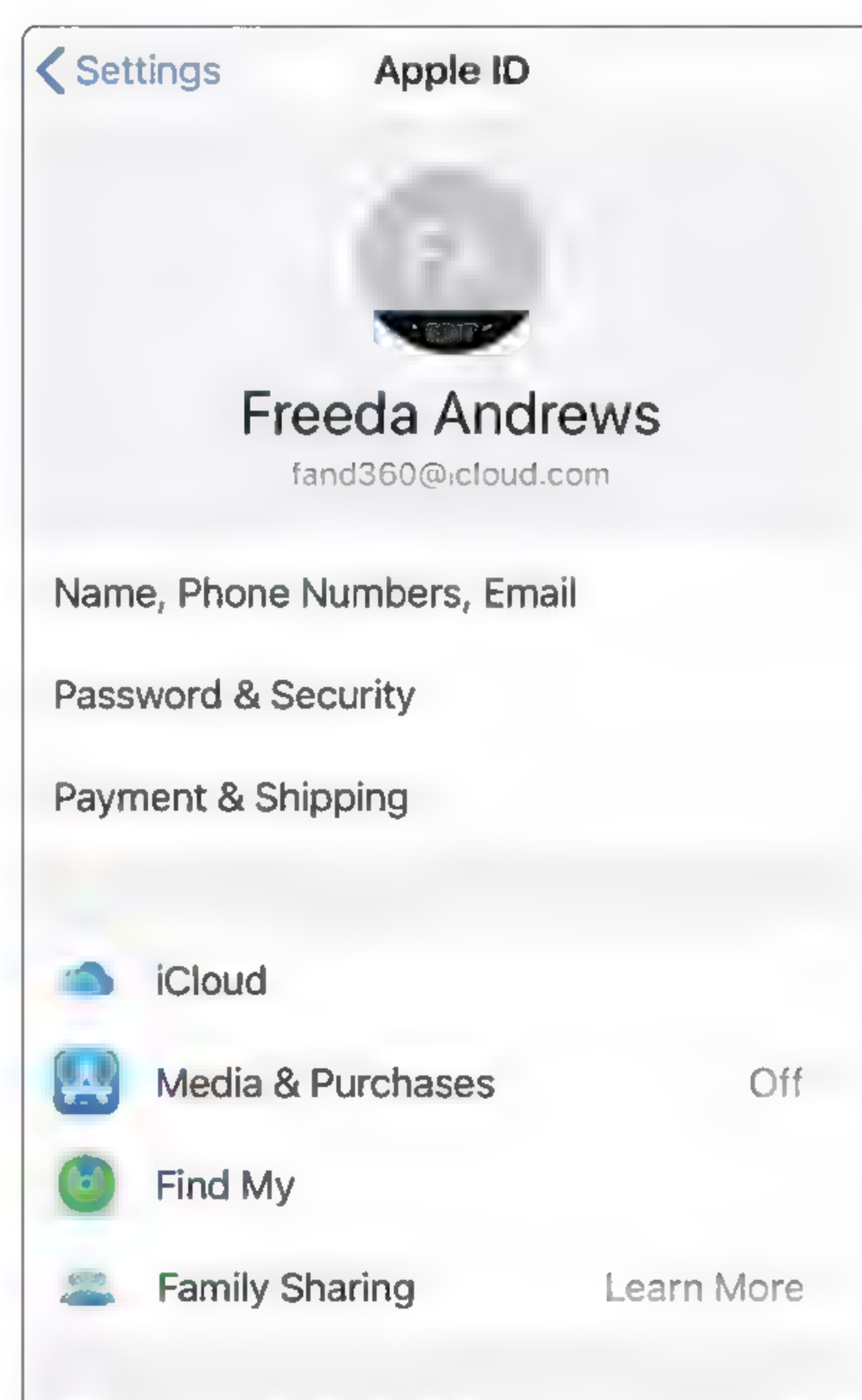
6 Apple needs your phone number so you can be contacted, via a call or text message, to confirm your identity. Use the number taken from your SIM card, or tap Use a different number, to choose another number for them to phone or message. Tap Continue.



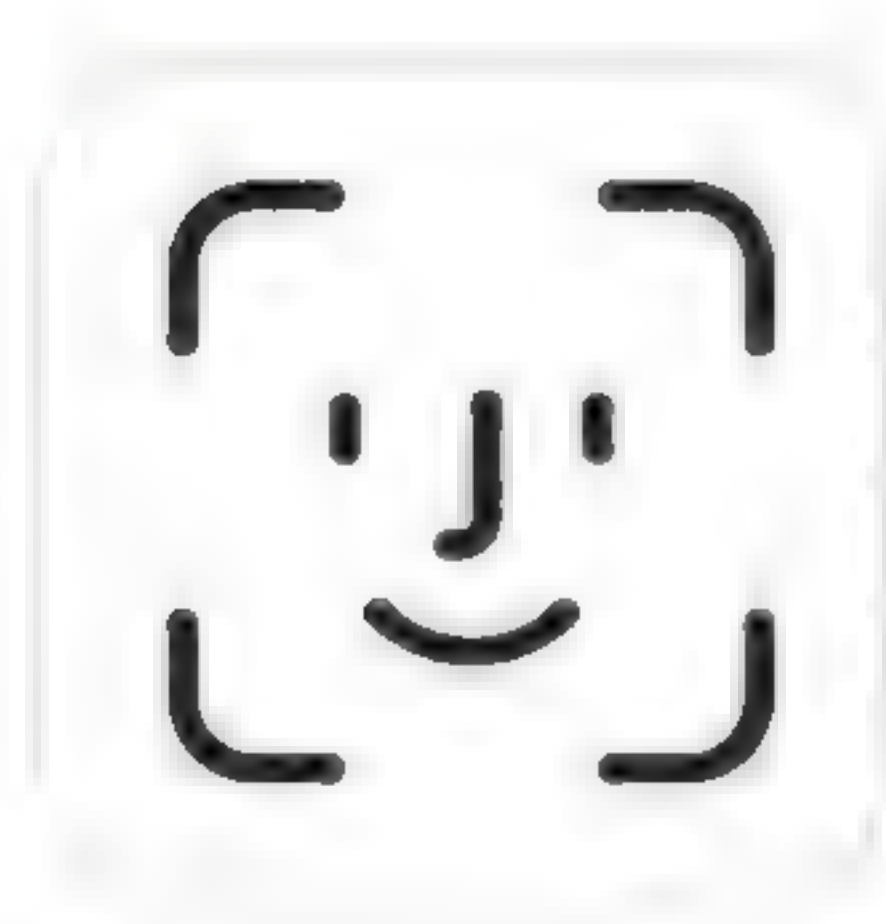
7 After tapping Next, you should enter the six-figure verification code that's just been sent to your device (or given to you in a call, if that was your preferred choice). When you enter the last digit, you automatically proceed to the next step.



8 Agree to the terms and conditions and your iPhone signs into iCloud with your newly created Apple ID. When it's done, you must enter your iPhone's passcode, the one you use to unlock it on the lock screen, to complete the sign-in process.



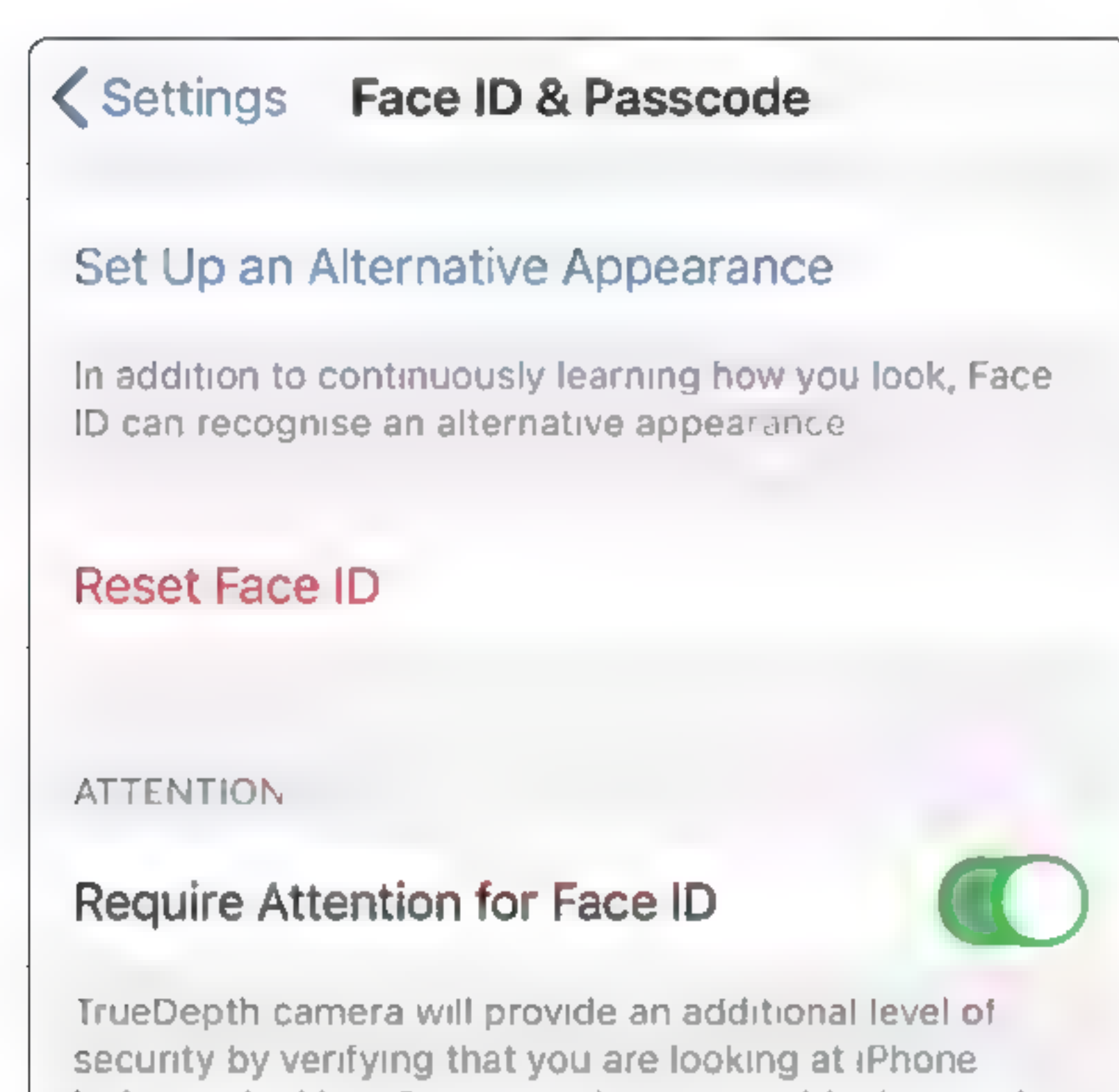
9 When the sign-in process is completed, you're shown your Apple ID screen. From here, you can tap the initials at the top of the screen to add a photo, tap iTunes & App Store, to set up media and purchases, and set up services like Family Sharing and iCloud.



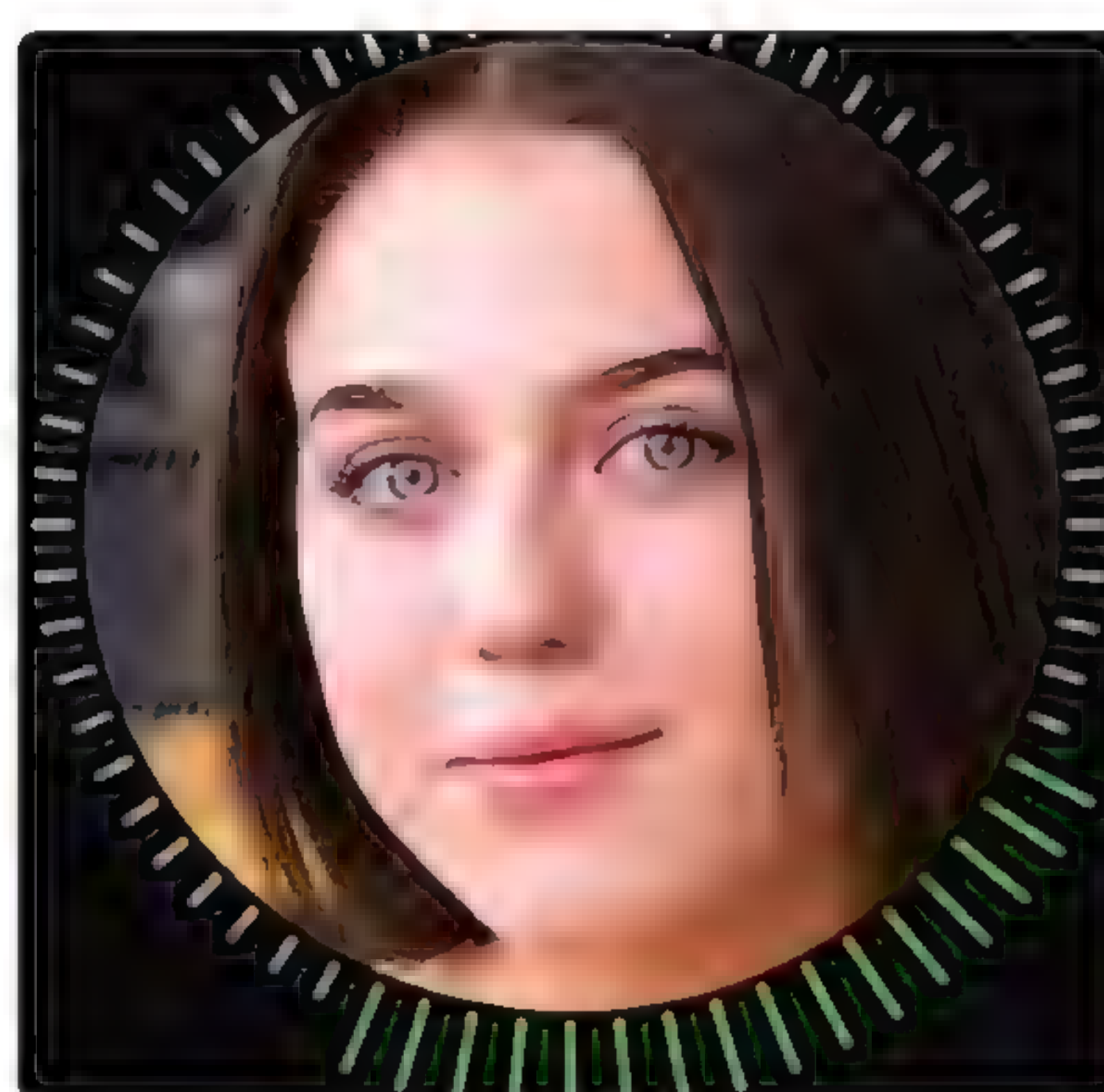
Using Face ID

Unlock and Verify

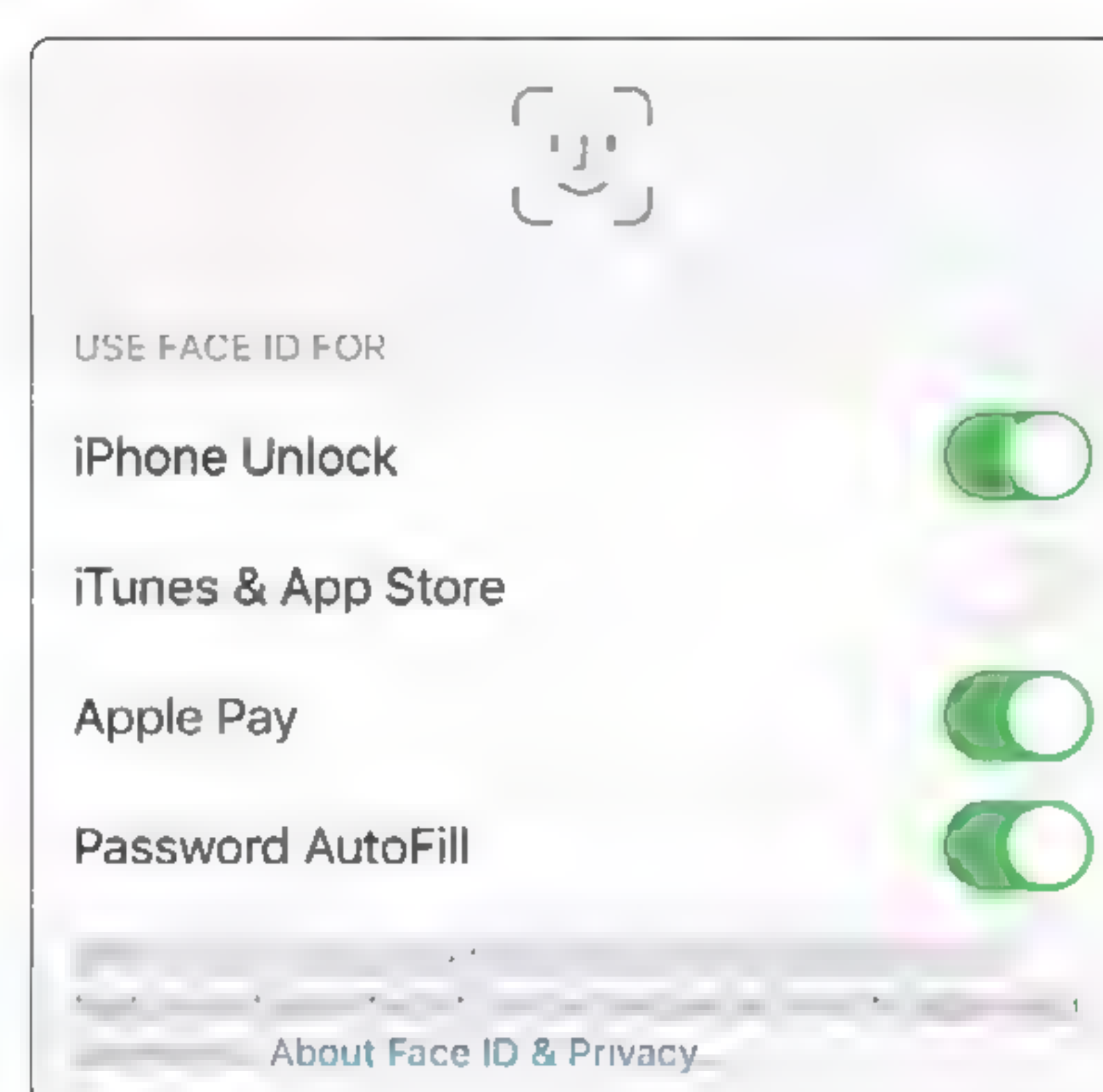
You probably set up Face ID during the initial setup, but you can add a second face if you wish, or reset it and start again. If your iPhone has a physical Home button, it unfortunately cannot use Face ID.



1 Go to Settings > Face ID & Passcode and enter your iPhone's passcode to continue. Tap Set Up Face ID or Set Up Alternative Appearance, or tap Reset Face ID to start afresh.

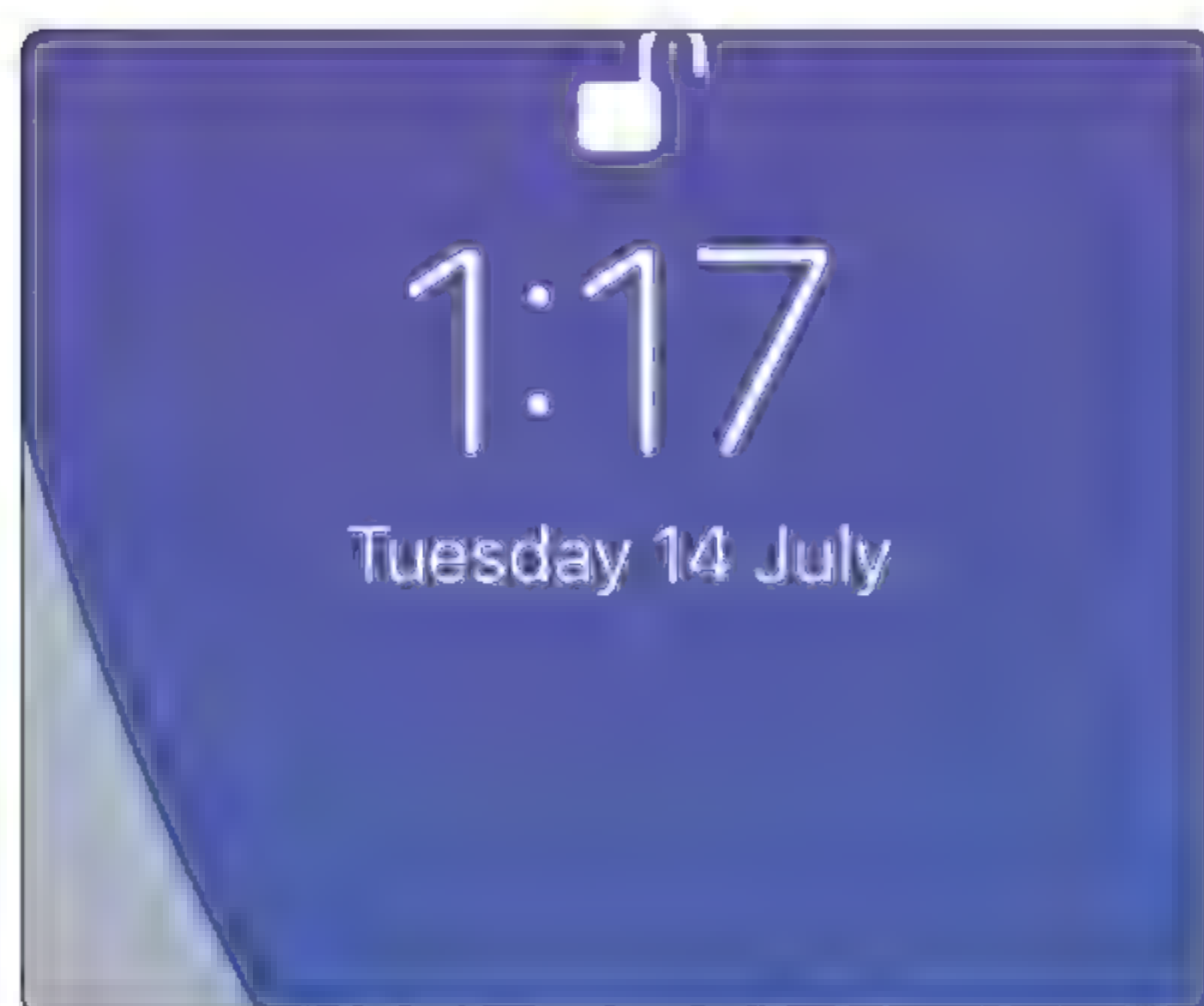


2 Position your face within the frame as instructed, then move your head in a circle until the small lines around your face are all green. Tap continue, then repeat for a second scan.



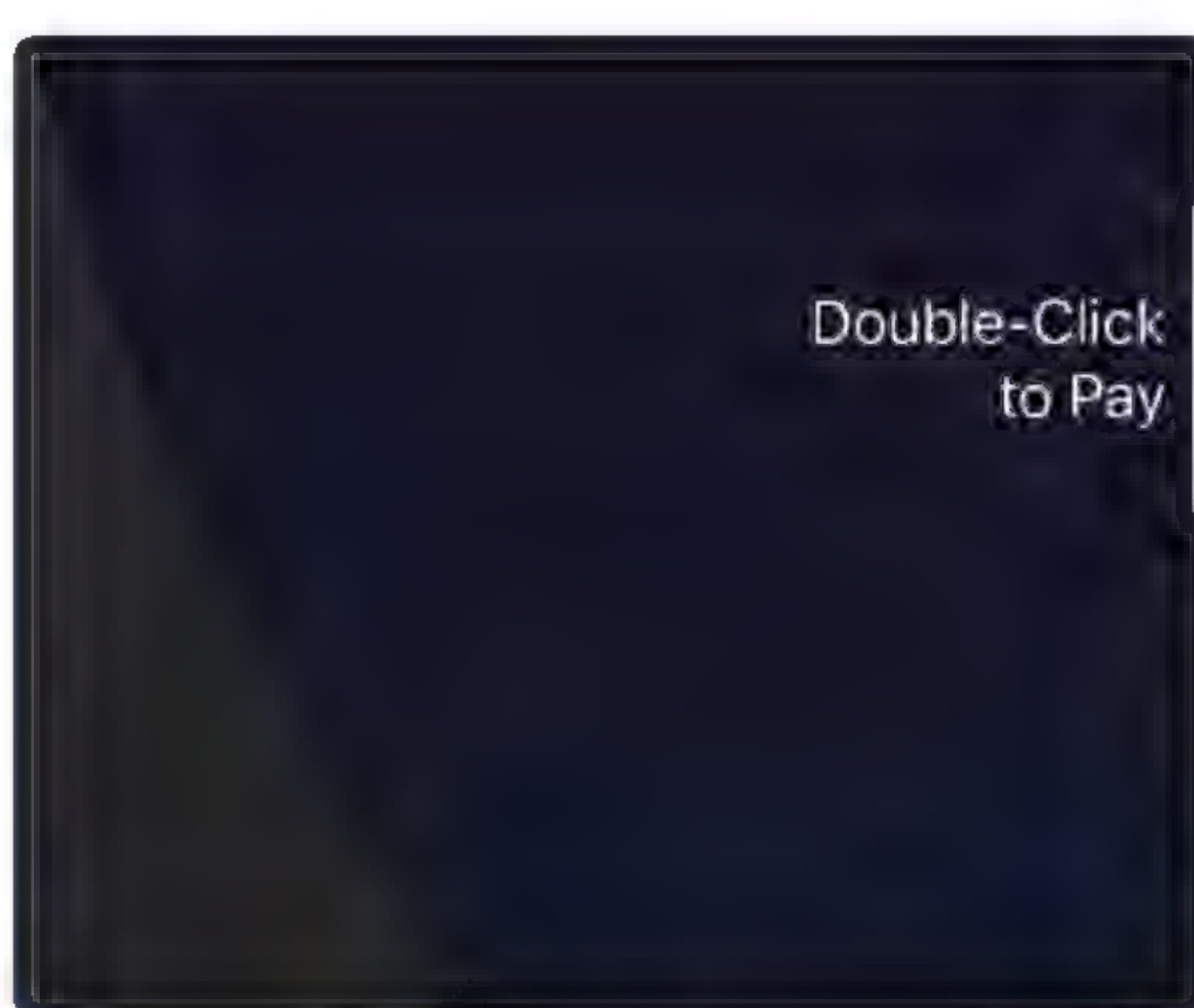
3 Your face is now registered with Face ID. Tap Done to return to the Settings screen, where you can configure your iPhone's Face ID feature to your own personal requirements.

Using Face ID



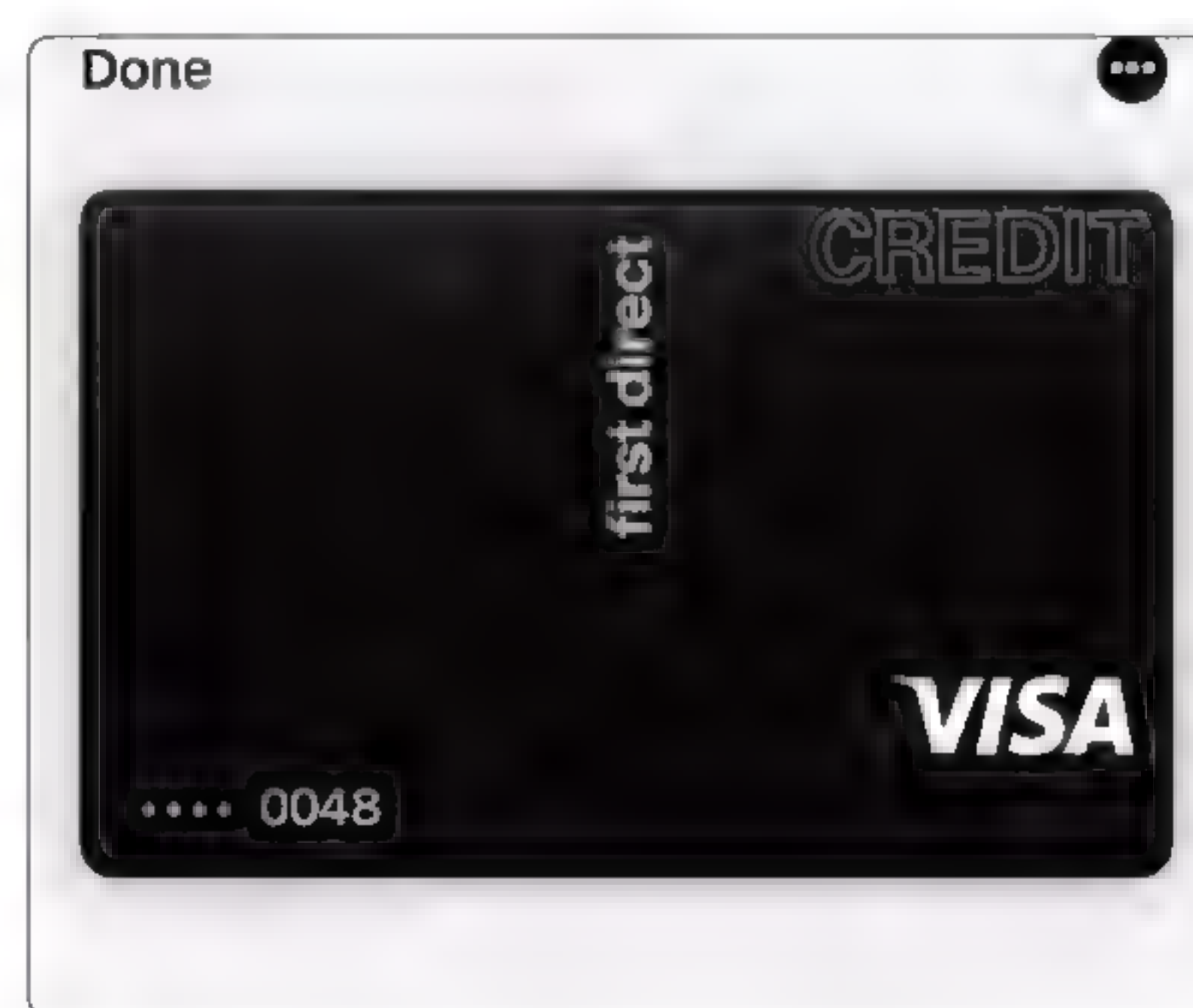
Unlocking your iPhone with the Face ID feature

Unlocking the iPhone using your Face ID is simplicity itself. You simply look at it and the lock springs open, as you can see here. You can do it in any lighting conditions, even total darkness. It's extremely straightforward and natural; you'll soon forget you're doing it at all.



Buying from App Store, iTunes Store, or Books Store

Open the iTunes Store, App Store or Books Store and choose something you wish to purchase. When you're asked to pay, double-click the Side button and look at your iPhone. The purchase is made and a checkmark is displayed to show payment has been verified.



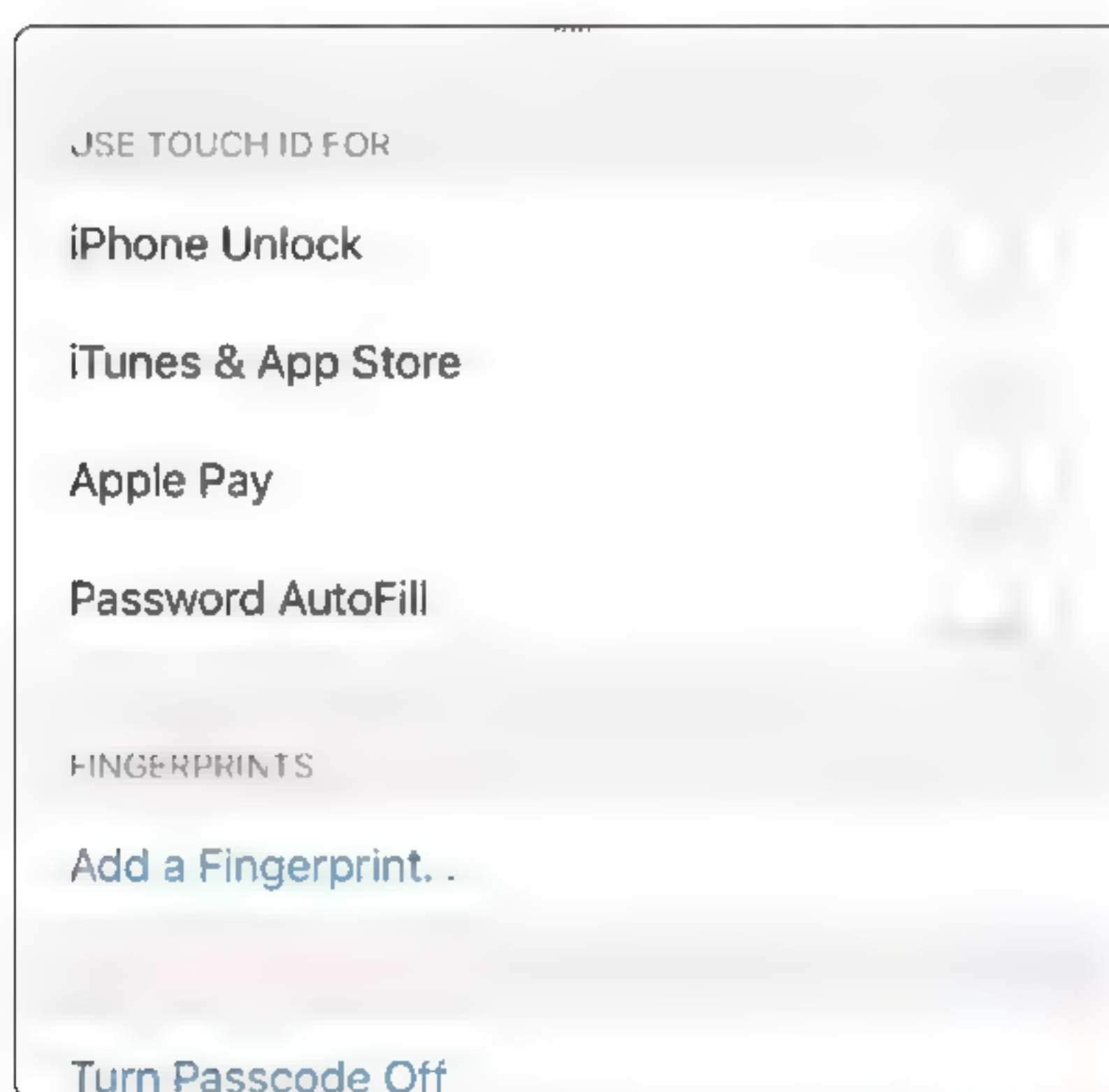
Using Apple Pay with your iPhone's Face ID

Make sure Apple Pay is turned on in Settings > Face ID & Passcode and that you've set up Apple Pay as explained elsewhere. To make a purchase, double click the Side button. Tap your card and choose another if you wish. Look at your phone and hold it near the reader.



Touch ID Feature Using Fingerprints

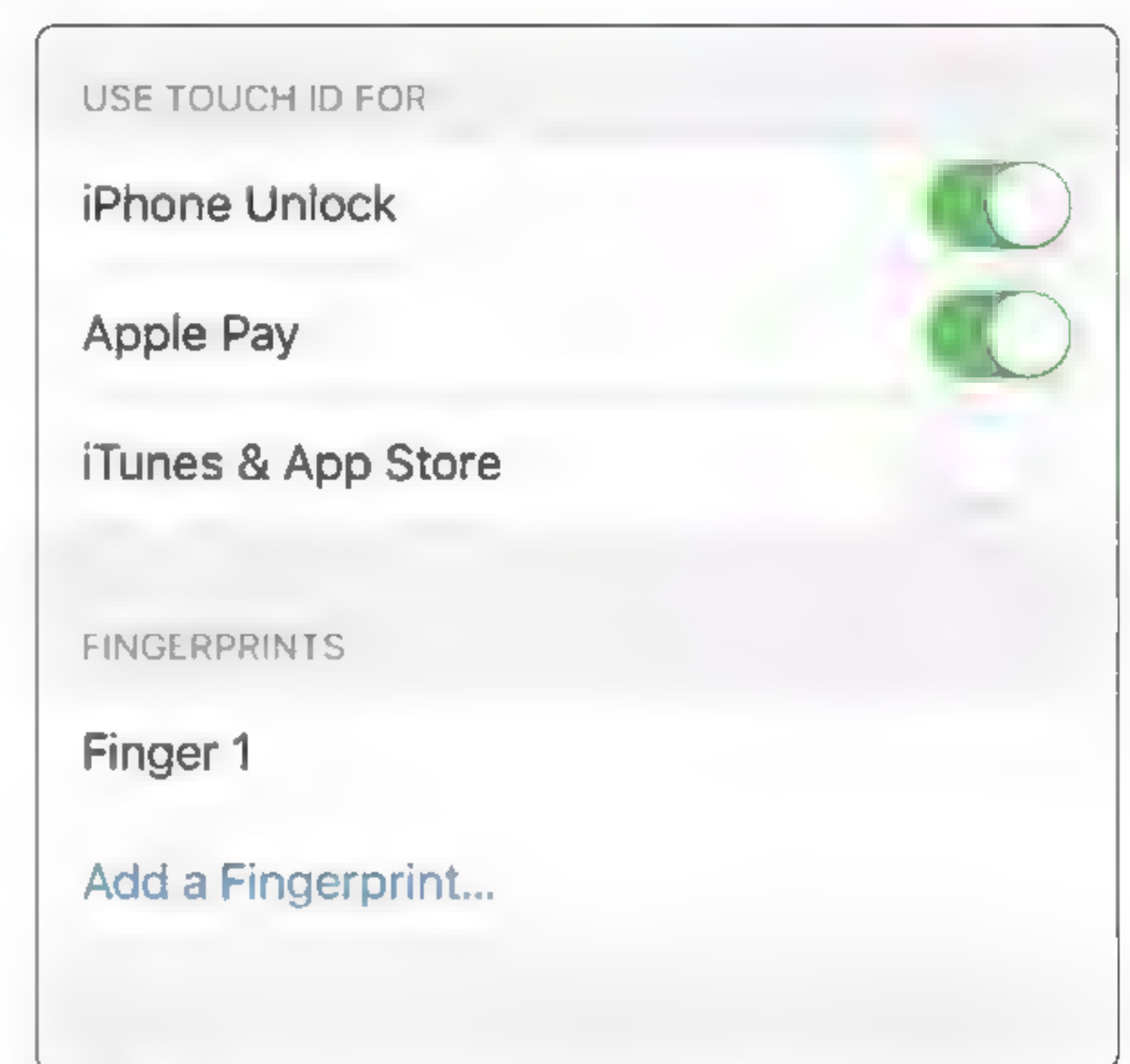
This tutorial is only for iPhones that include the Touch ID feature. You probably registered a fingerprint with Touch ID when you first set up your iPhone, if you didn't or you want to register additional fingerprints, follow these instructions.



1 Go to Settings > Touch ID & Passcode and enter your iPhone's passcode when instructed. Tap the Add a Fingerprint link to start registering one of your fingerprints with Touch ID.

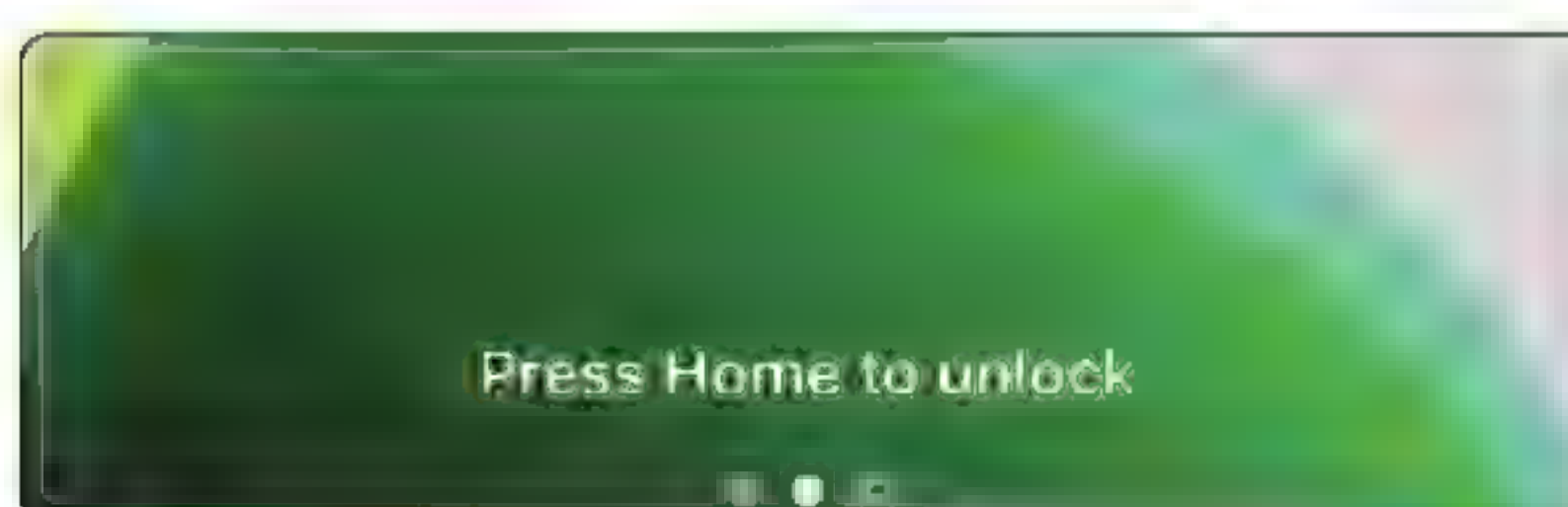
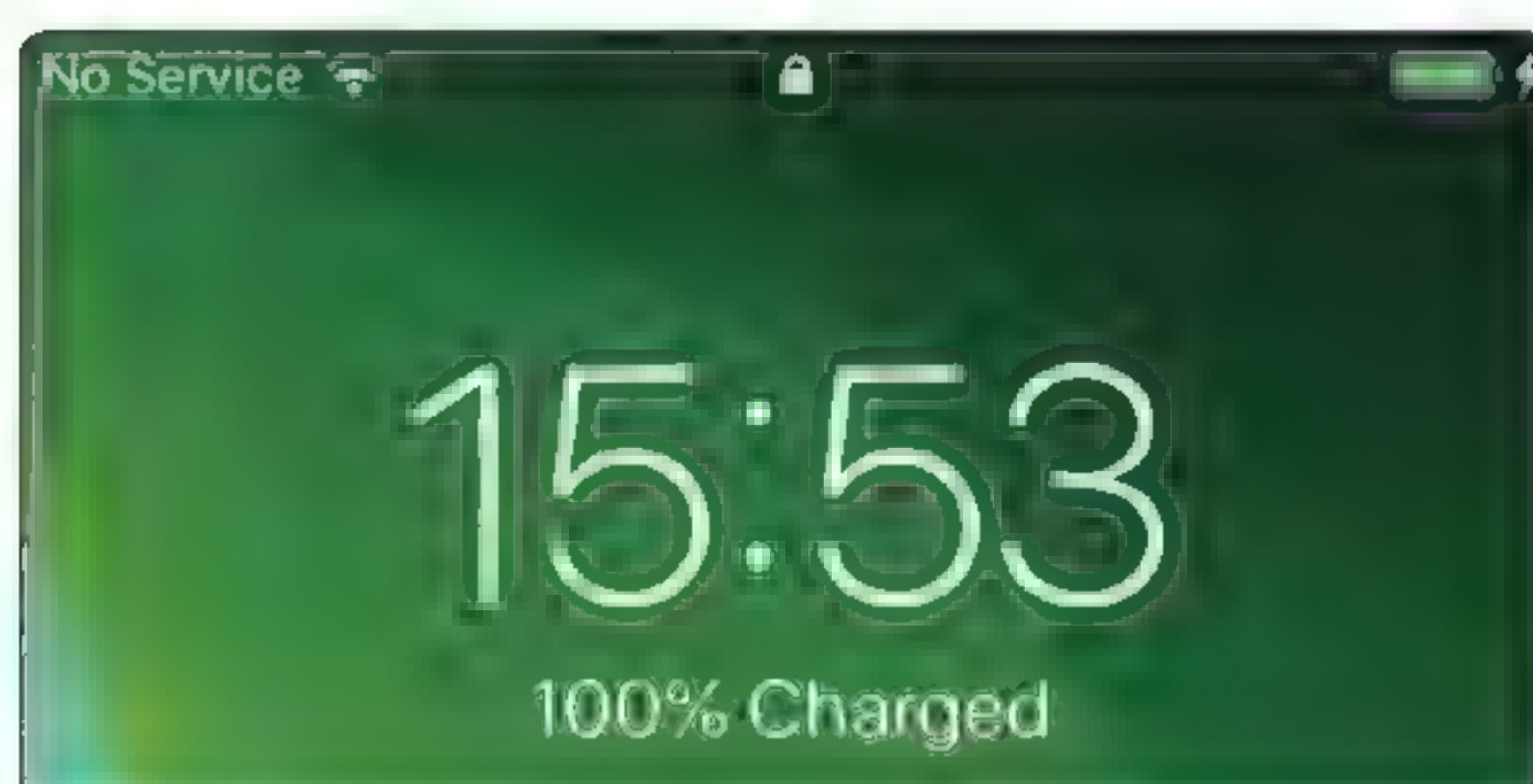


2 Place a finger on the Home button and follow the instructions, lifting and replacing your finger until the fingerprint is filled. Then do the same again with the edges of your fingertip.



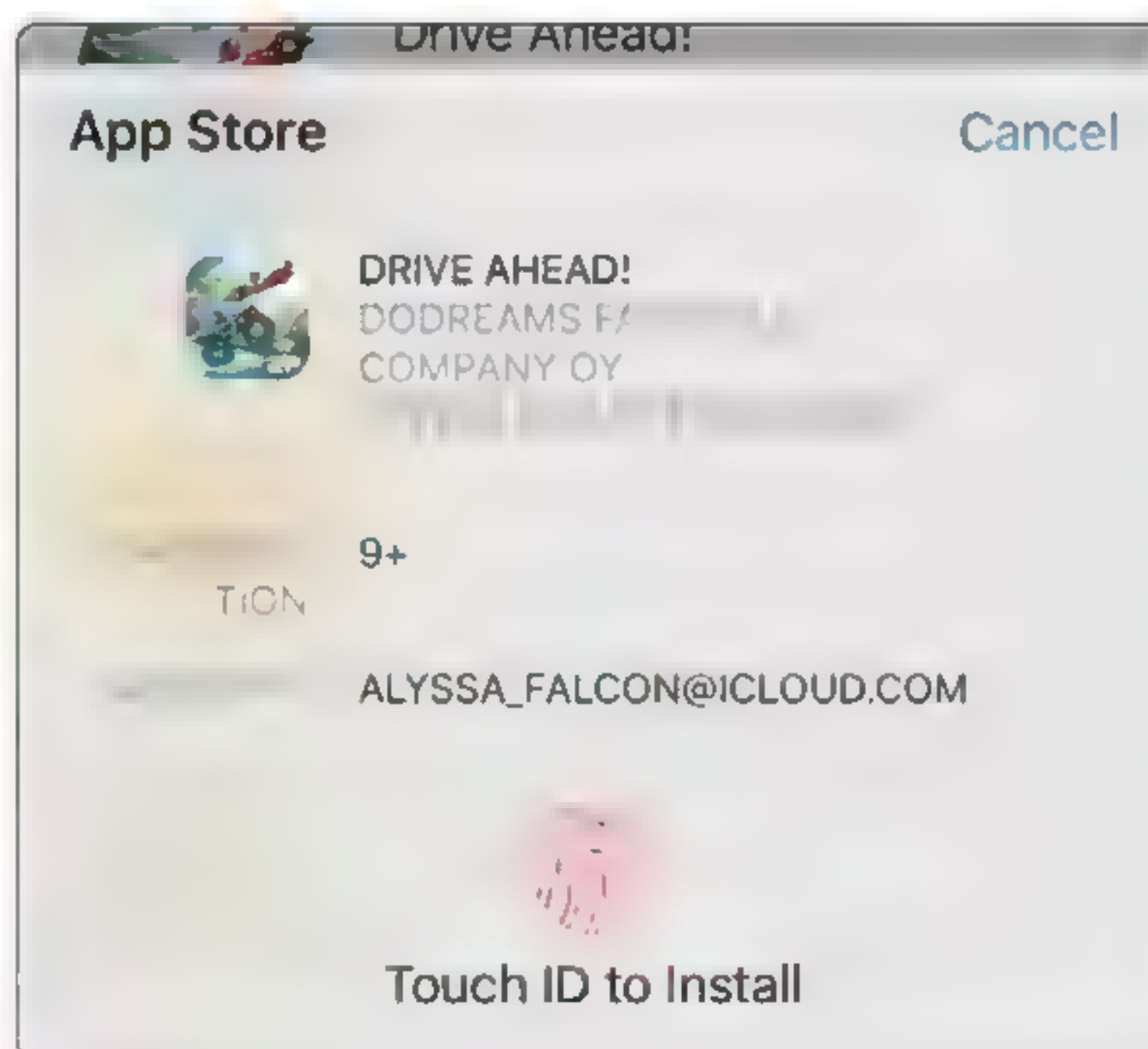
3 When done, you return to the first screen, from where you can add another fingerprint if you wish. You can also choose which iPhone features can be activated using your Touch ID.

Using Touch ID



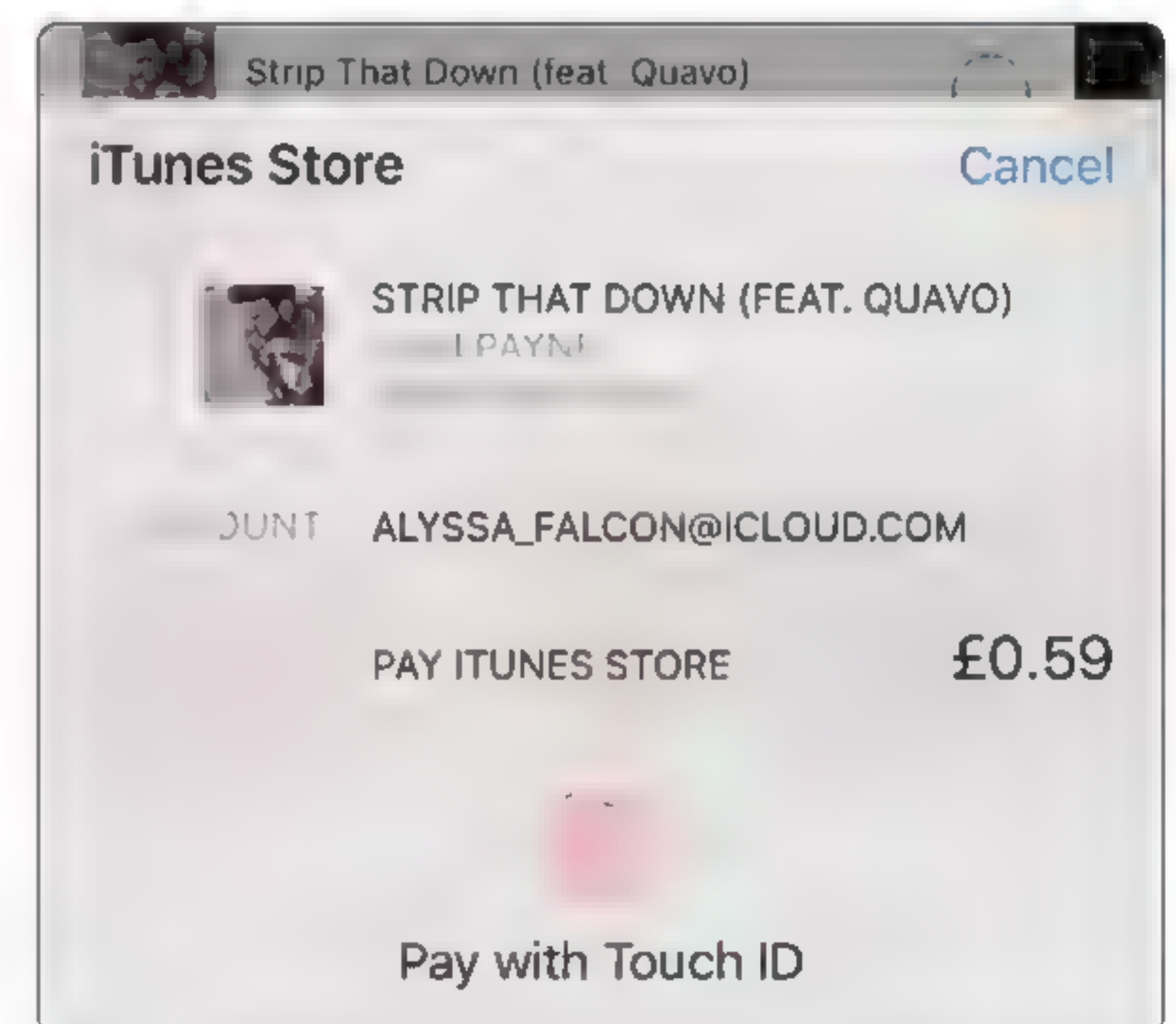
Unlocking your iPhone

If you have Touch ID, you can unlock your phone by pressing the Home button. Touch the Home button with a finger registered for Touch ID and it's unlocked straight away; you can go back into Settings > Touch ID & Passcode and register more fingerprints too.



Making Purchases

In the App Store, tap a Buy button to make a purchase. You must enter your Apple ID username and password the first time you do this (unless you already did it in the iTunes Store). Future purchases can be accessed, confirmed and downloaded with Touch ID, by placing your finger on the Home button.



Downloading from iTunes

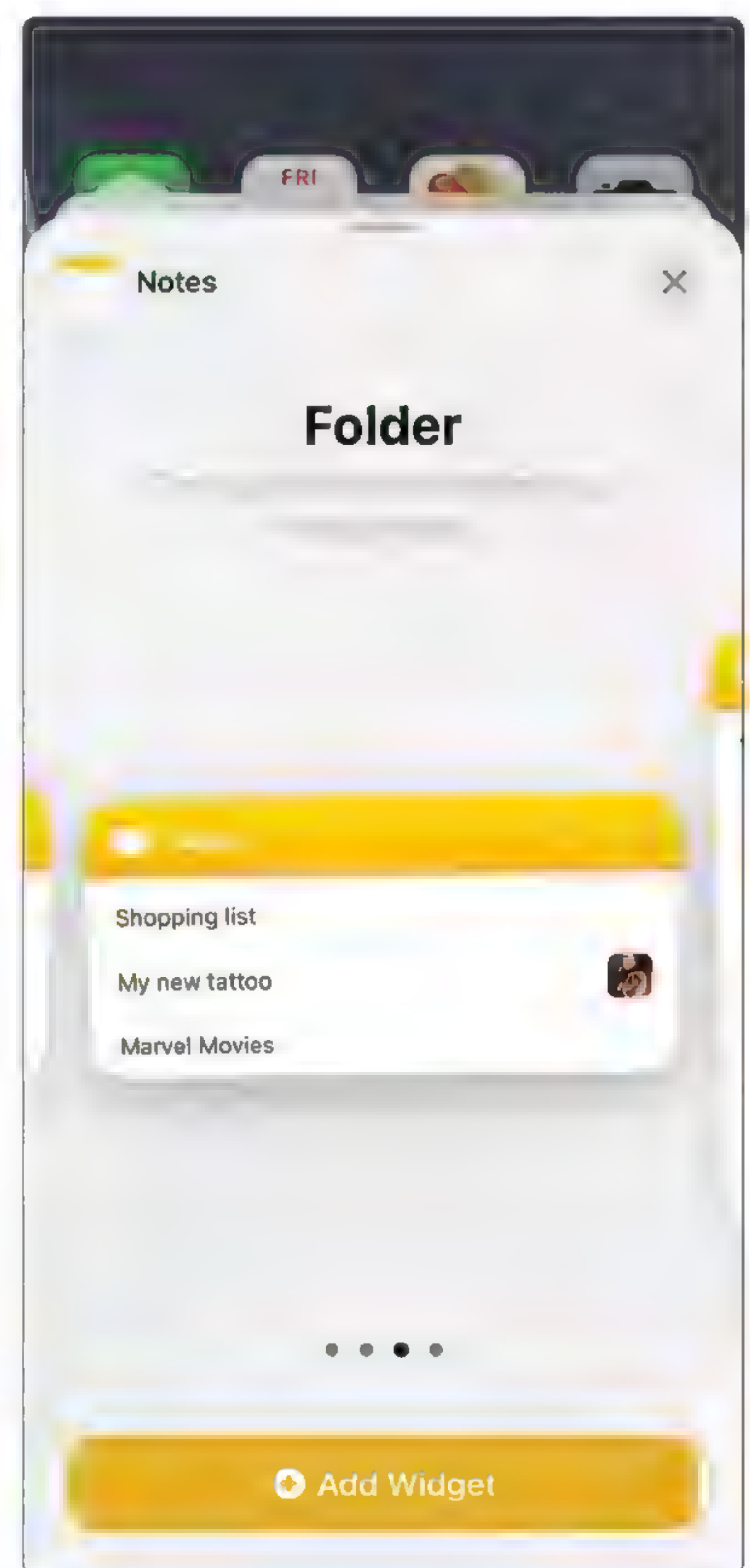
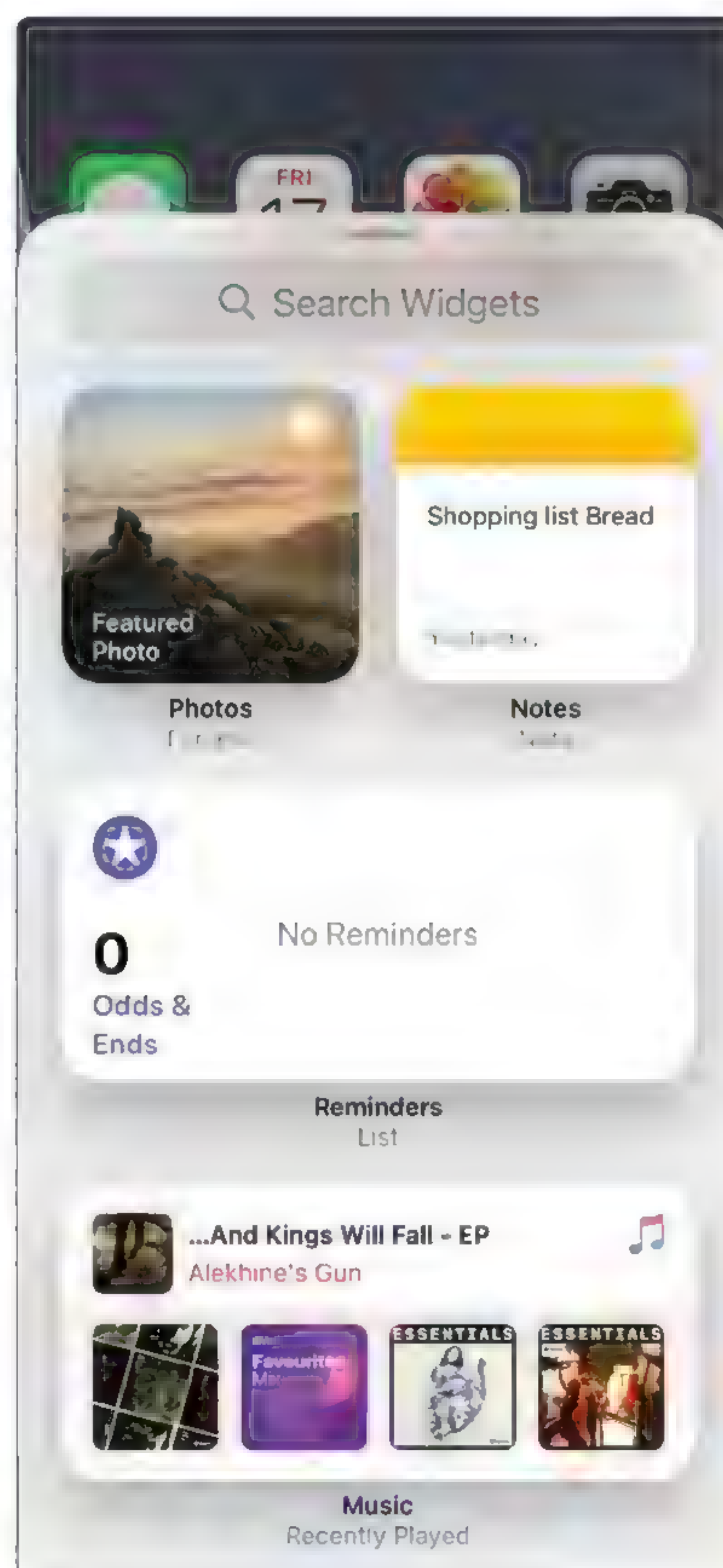
Open the iTunes app. When you want to buy something, tap the Buy button. The first time you do this, you must enter your Apple ID, unless you already did this step in the App Store. After that, further purchases can be accessed, confirmed and downloaded with Touch ID, just like in the App Store.



Using the iOS 14 Home Screen

The iPhone's Home screen got a major – and long overdue – update with the release of iOS 14. New features were added, making the Home screen more versatile and practical. You can now drag widgets onto the Home screen, viewing them among the icons and setting their relative sizes. You can also flick to the end of your Home screens for a brand new App Library.

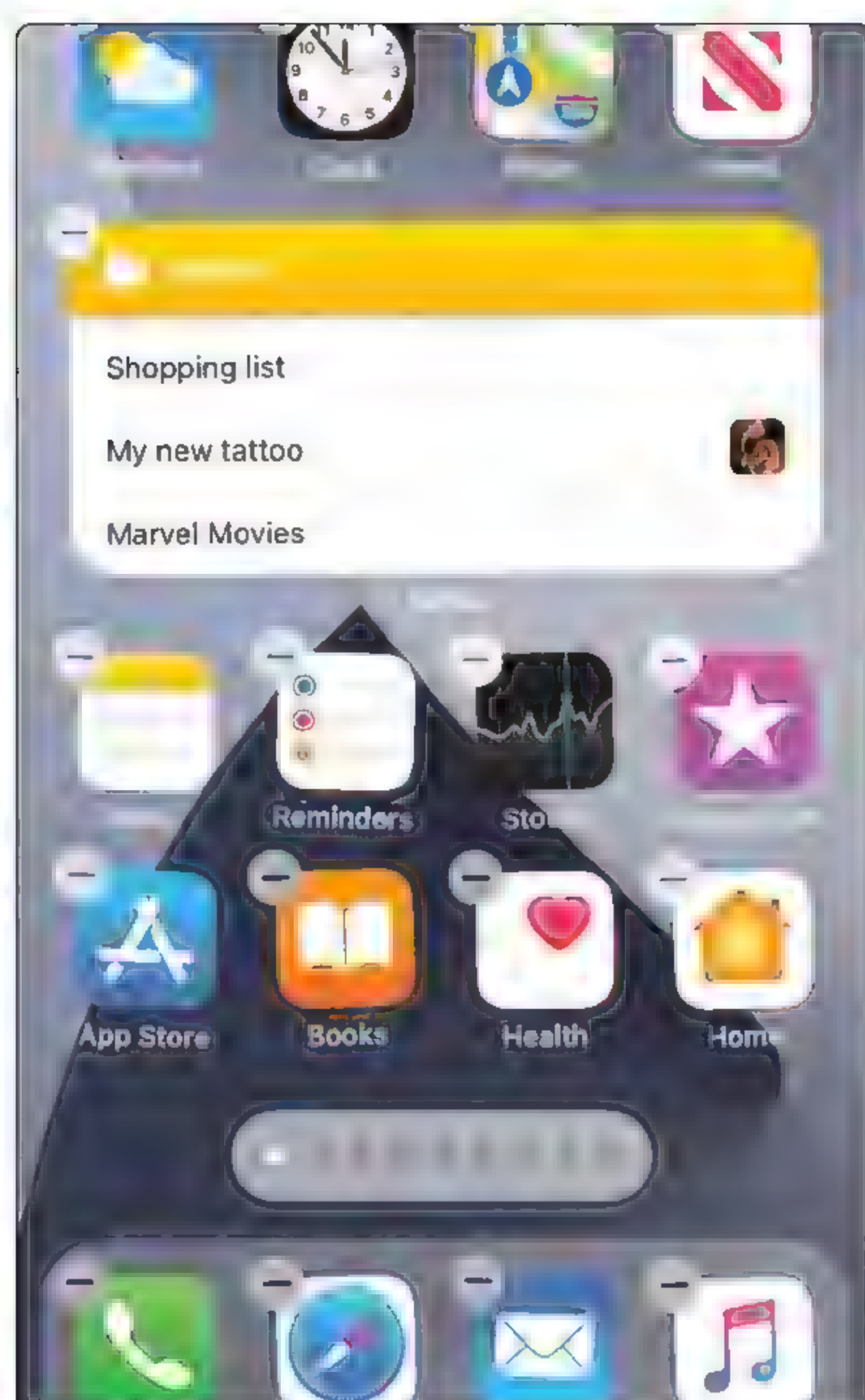
Home Screen Widgets



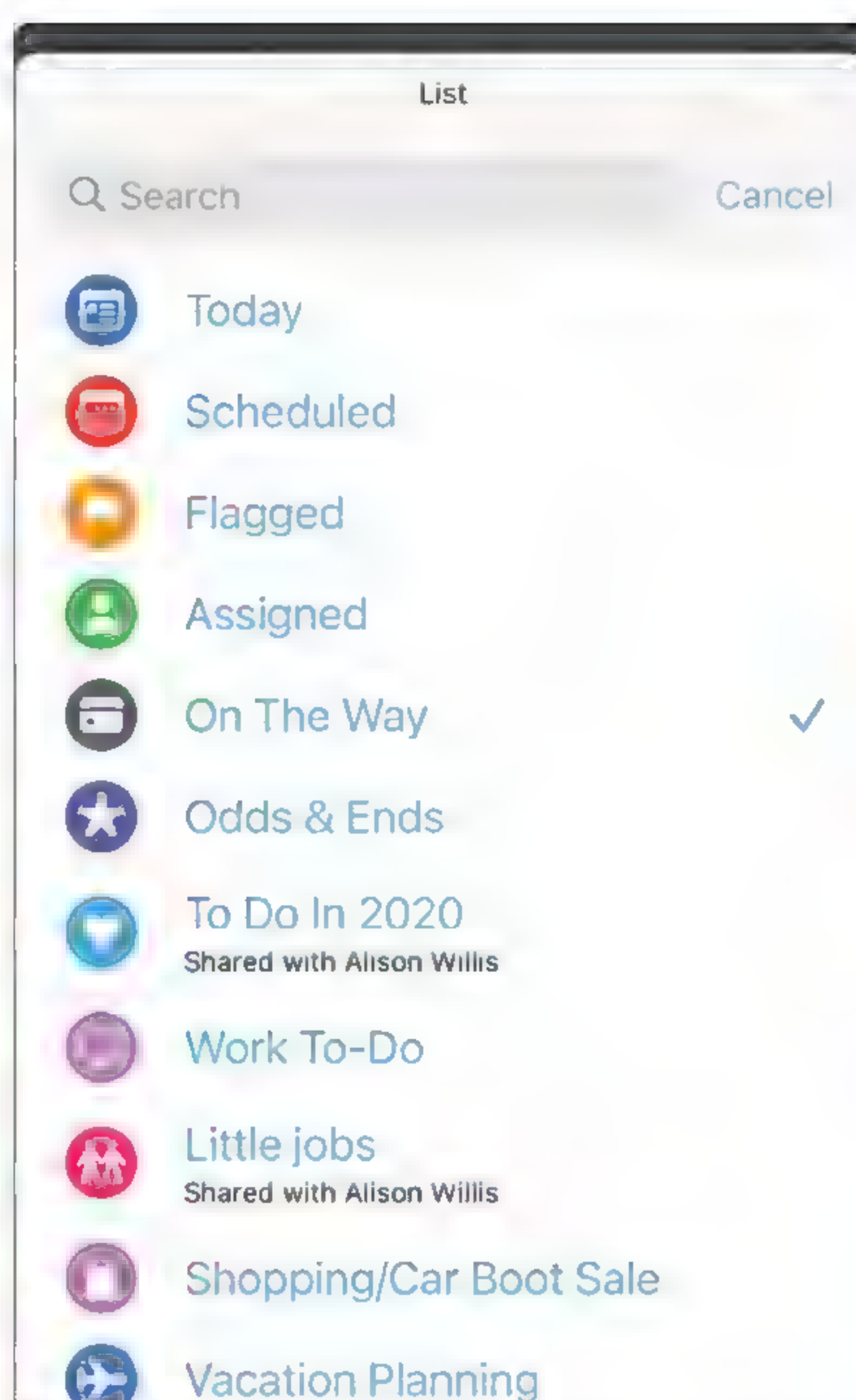
1 A Widget is a small piece of an app which displays information drawn from the app in question, making it easily accessible. We've had them for years on the Today screen (to the left of the home screen) but their abilities have now been greatly extended.

2 To add a Widget to the Home screen, tap and hold an empty space until the app icons start wobbling. Tap the + icon in the top-left corner and you get a pop-up window, from where you can select a Widget. Tap the Widget you want to add and see a preview and description.

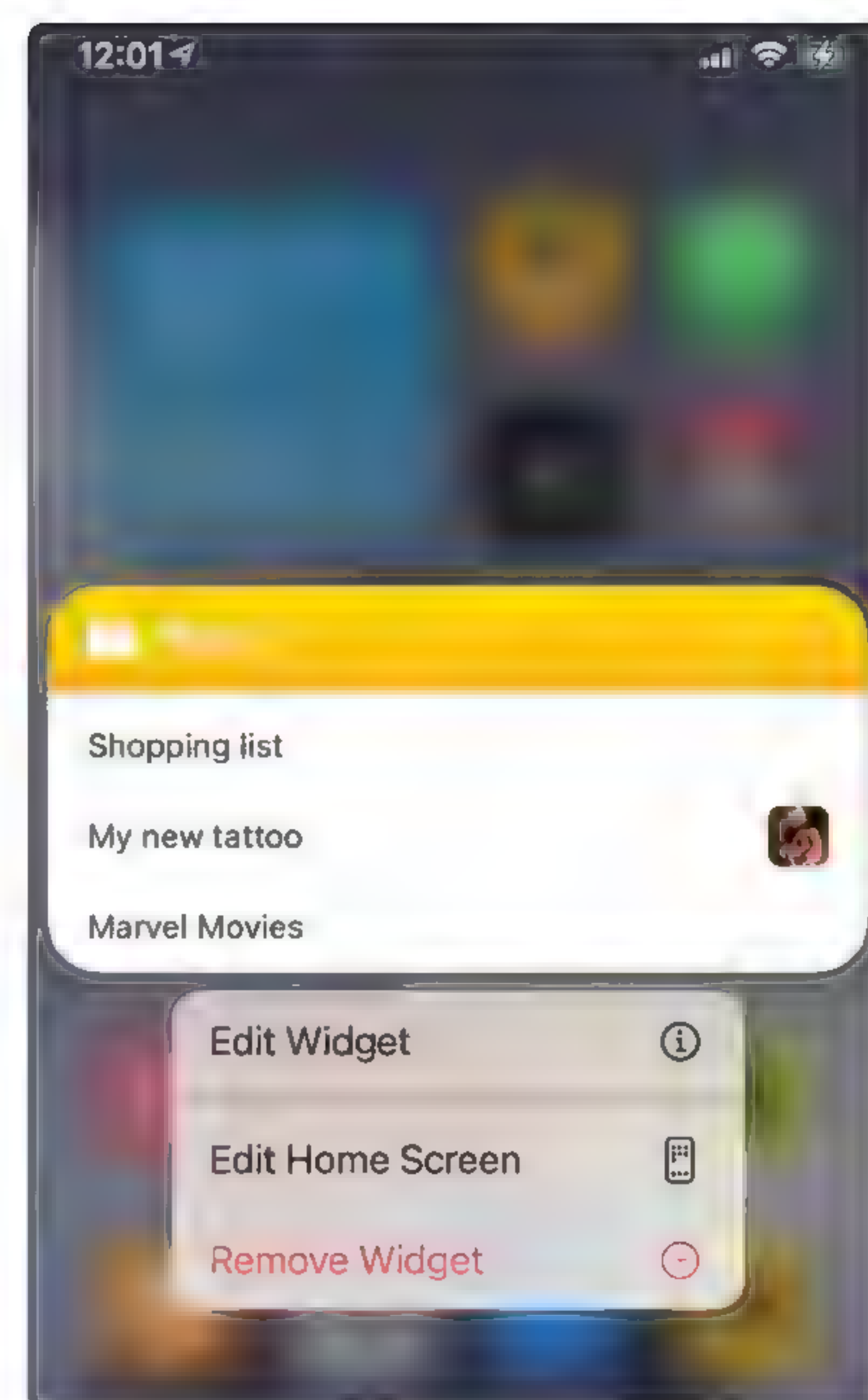
3 Swipe backwards and forwards through these previews and choose at what size you want the Widget to be shown. Widgets come in three sizes, based on the size of an app icon; 2x2, 2x4 and 4x4. The larger the Widget, the more space it takes but the more it shows.



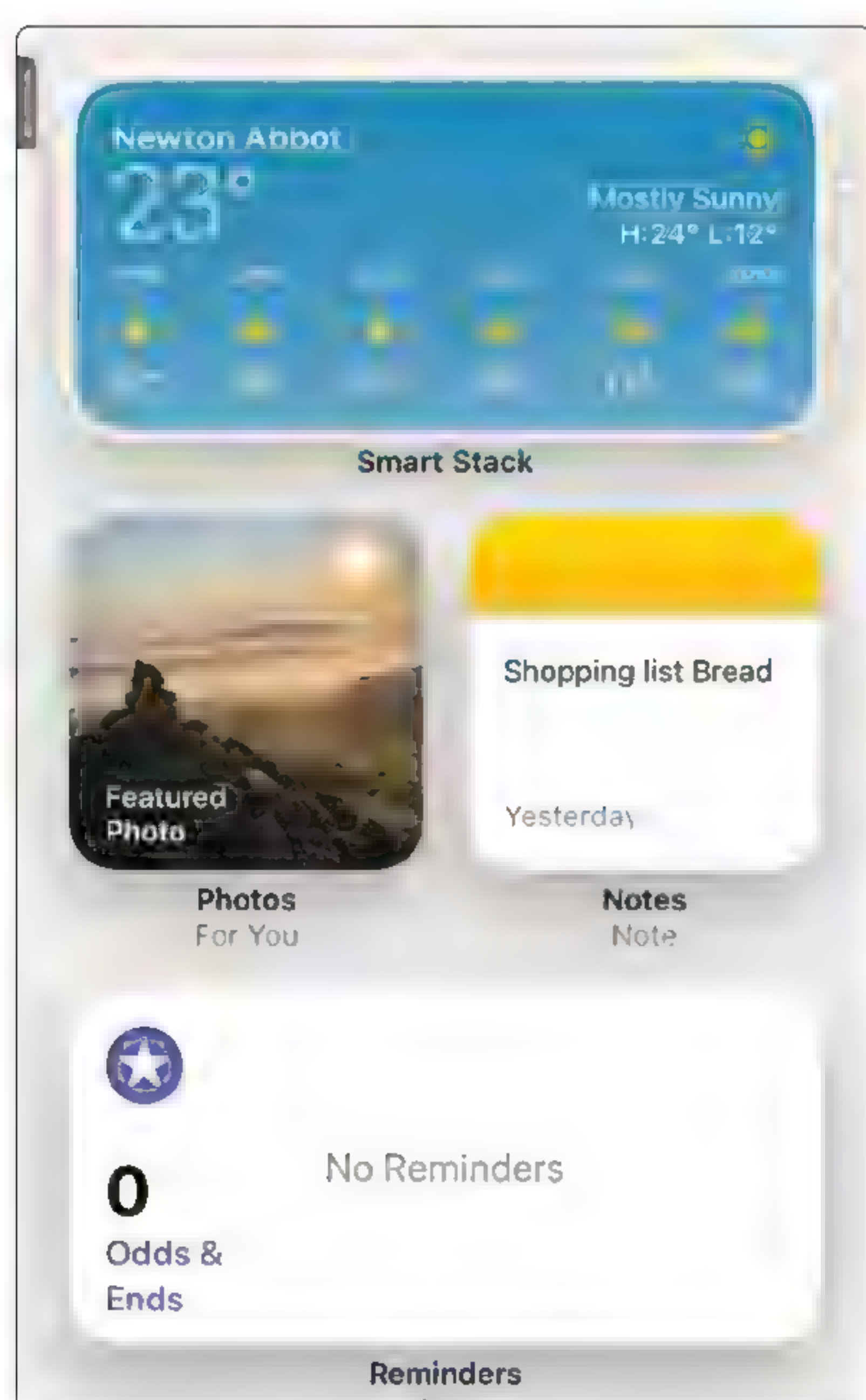
4 When you've chosen a Widget, tap Add Widget at the bottom of the window and the Widget is added to your Home screen. With the apps wobbling, you can drag and reposition a Widget just like you can with an app icon. You can add as many Widgets as you like too.



5 Tap a Widget on the Home screen to open the app that created it. Tap and hold it for a pop-up menu that allows you to (among other things) edit the Widget. For example, if you edit the Reminders Widget, you can choose which of your reminder lists is shown.



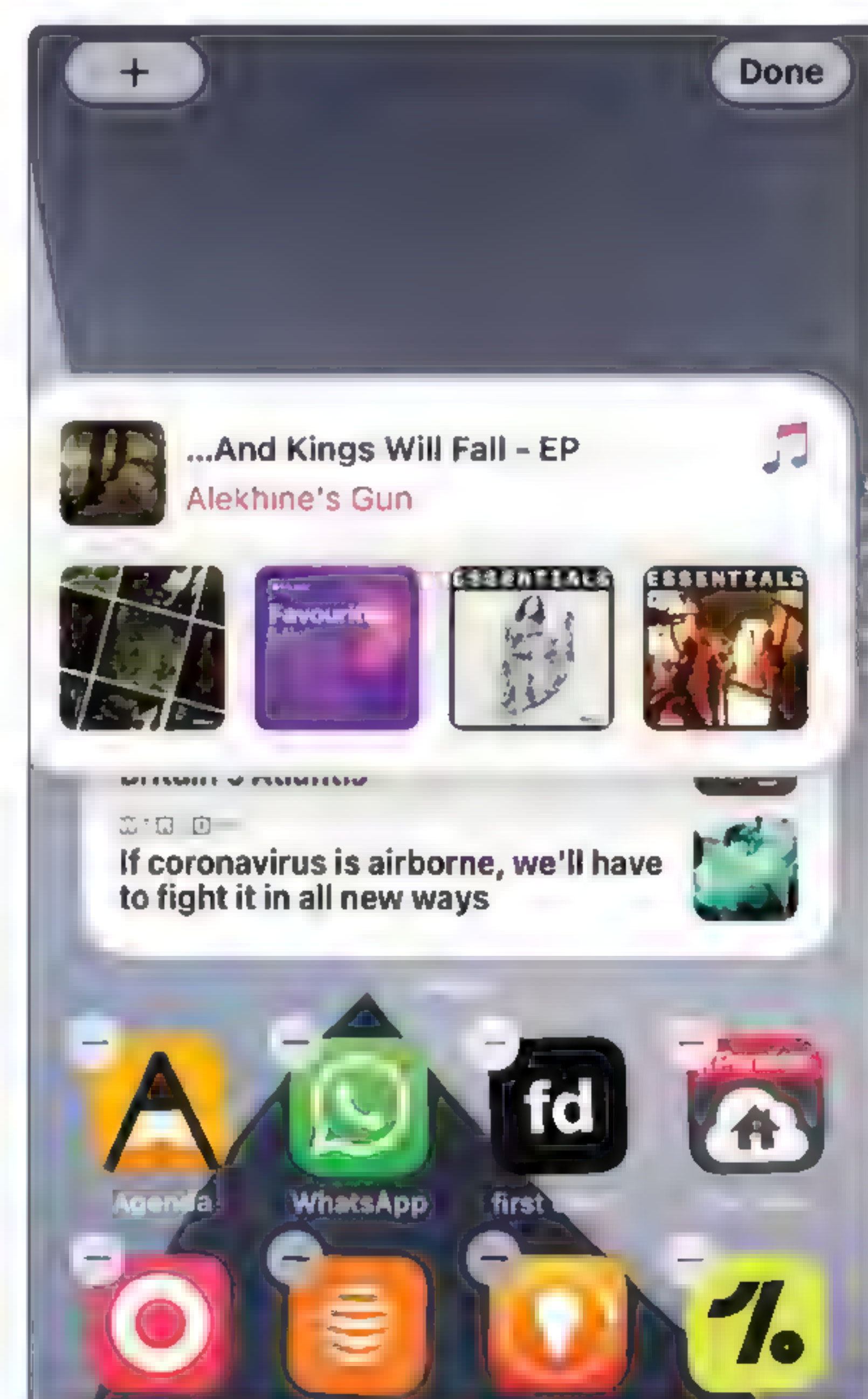
6 There are two ways to remove a Widget. Tap and hold a blank space on the Home screen to make the apps and Widgets wobble, then tap the minus sign in the top-left corner to remove it or tap and hold the Widget itself and select Remove Widget from the pop-up menu.



7 A Smart Stack is a series of Widgets that appear as a single Widget on the Home screen. When you open the Widgets window, the Smart Stack is at the top. Drag it onto your Home screen, then swipe up and down on it to scroll through the various Widgets on offer.



8 A Smart Stack automatically shows the Widget it thinks you'll find most relevant, based on the way you use your iPhone. For example, if you always check the Weather app around midday for your lunchtime walk, it will show the Weather widget foremost at this time.



9 You can create your own Smart Stack. In App Wobble Mode, simply drag Widgets on top of each other or onto an existing Stack. The Widgets have to be the same size though. You can make Stacks of any sized Widgets but you can't mix sizes in the same Stack.

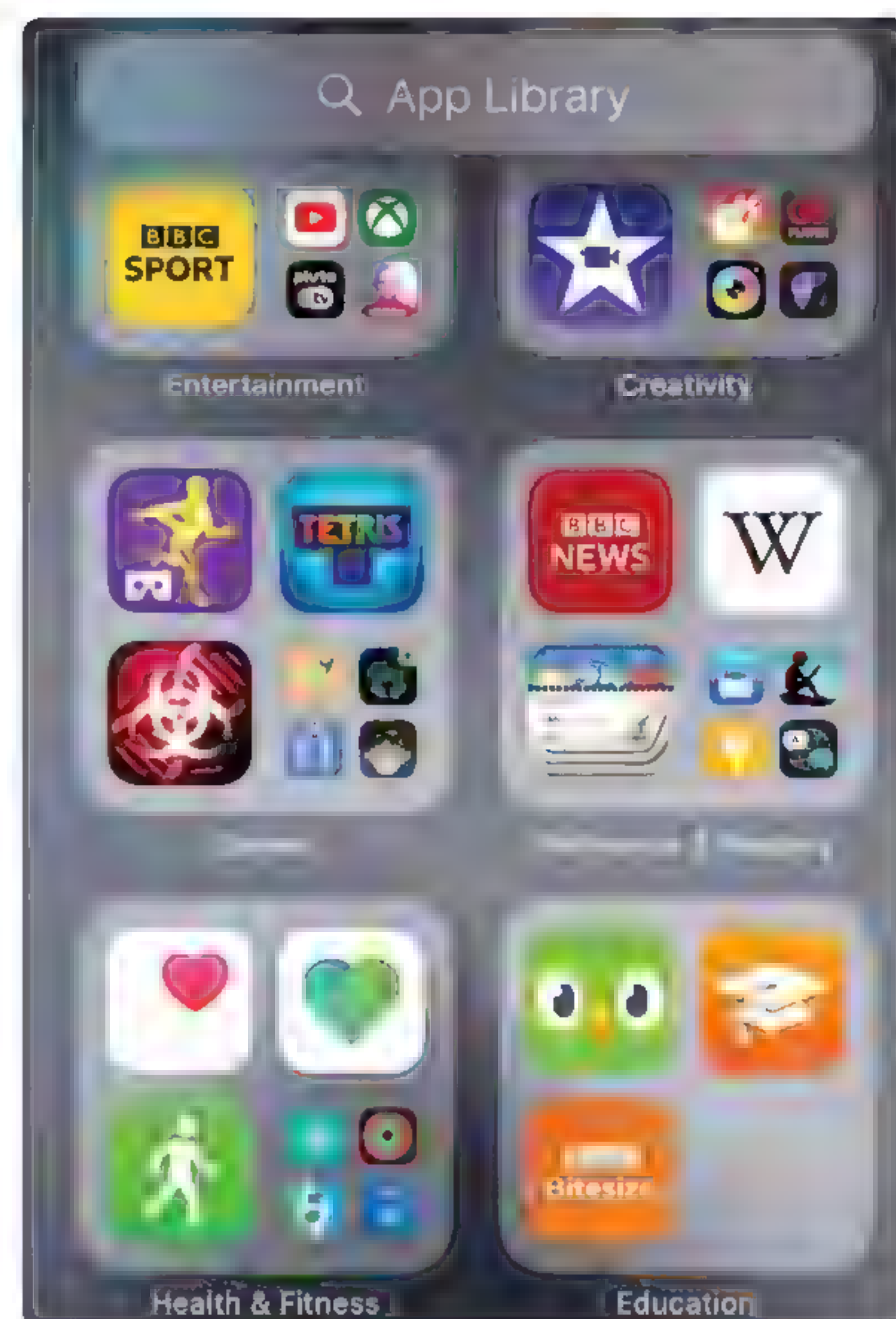
The App Library



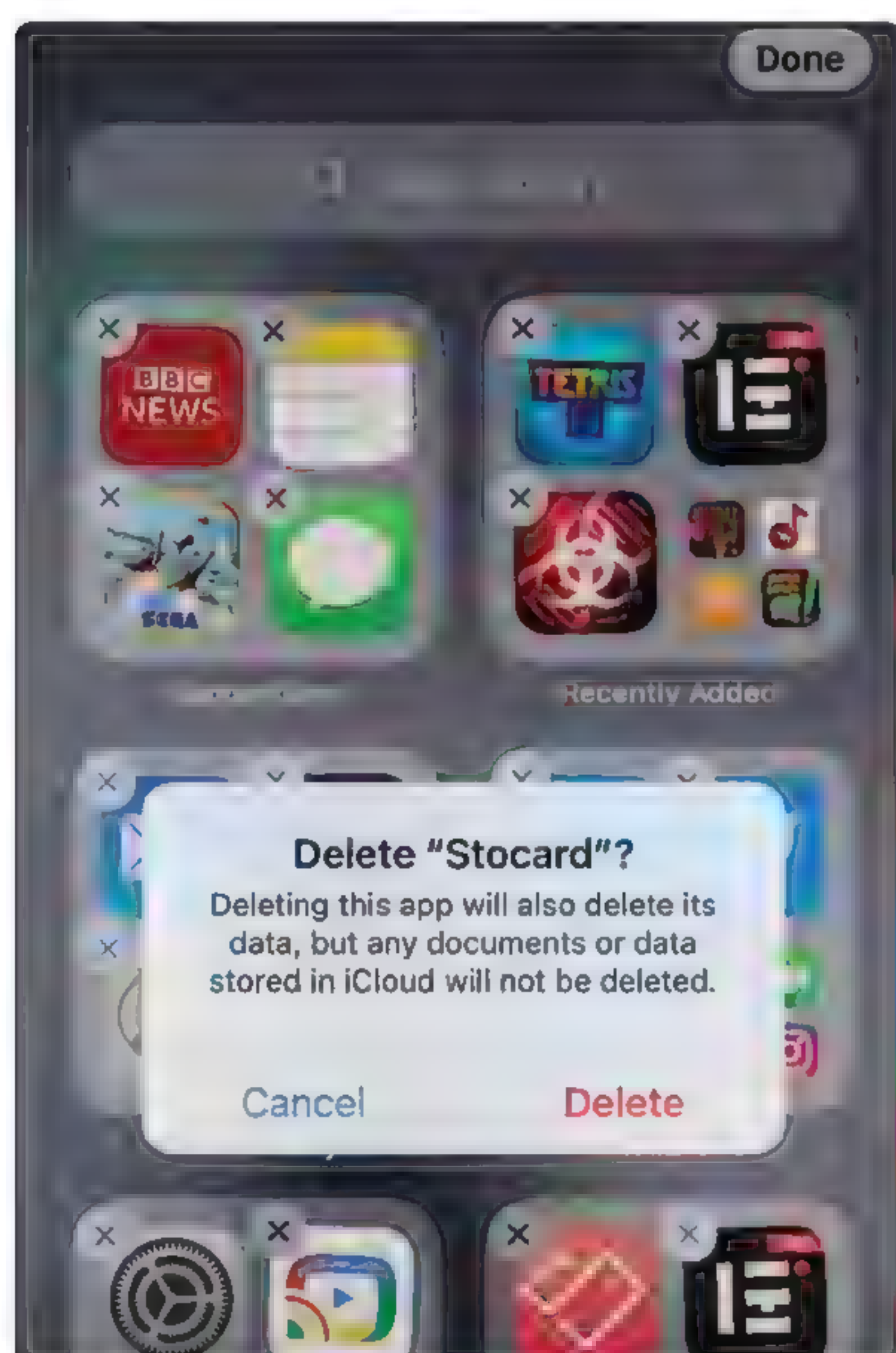
1 If you scroll your Home screens all the way to the right, you find – as the last Home screen – the App Library. This looks like a page full of folders and in a nutshell, that's what it is but the folders are assembled automatically by the iPhone instead of by yourself.



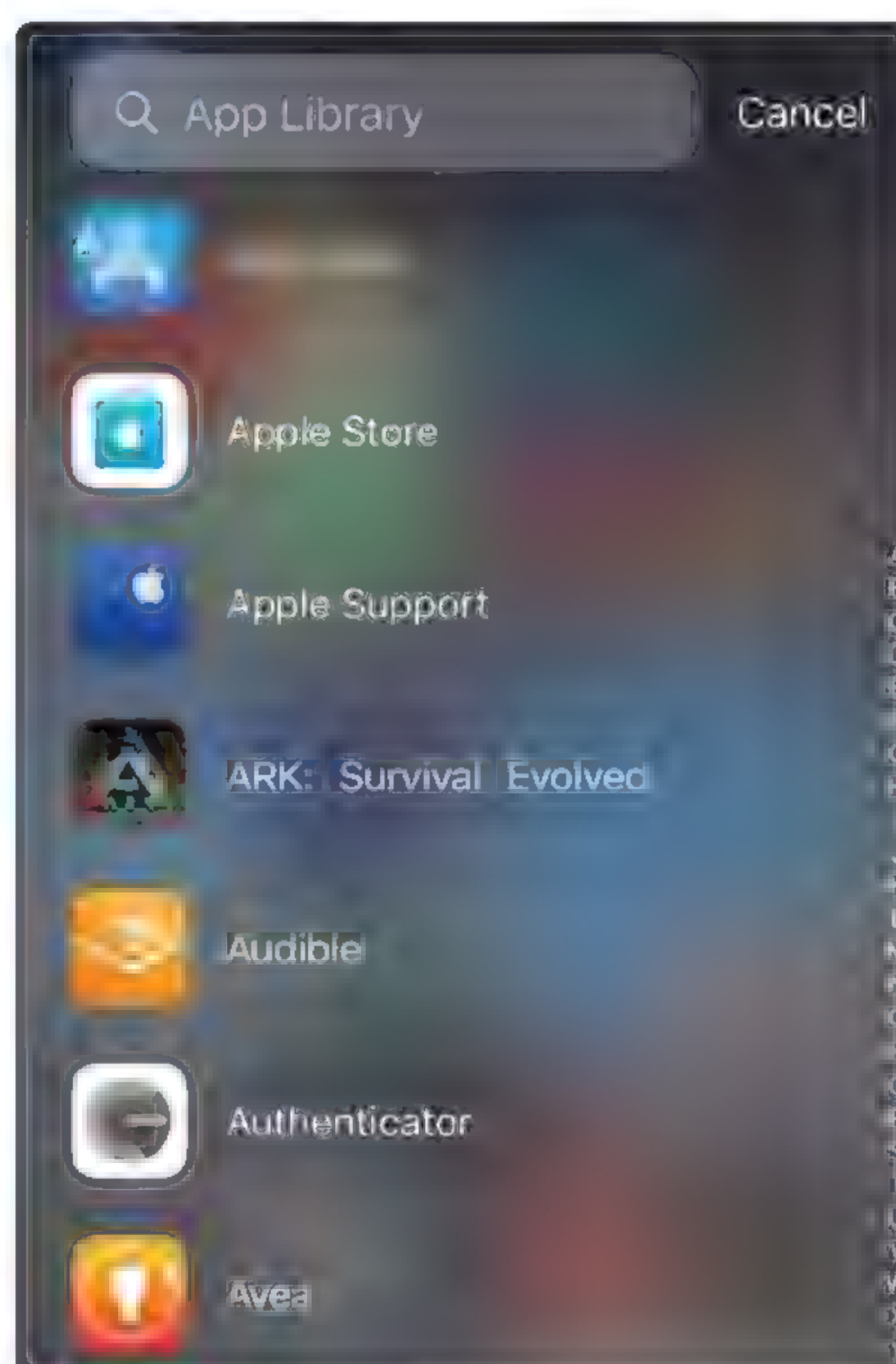
2 If you tap one of the larger app icons inside the App Library folders, the app in question is opened. If you tap a group of four small icons, found in the bottom-right corners of the folders, the folder opens instead. Swipe the page up to go back to the App Library.



3 The App Library sorts your apps into categories, such as Education, Games, Lifestyle, Entertainment and more. There's a category called Recently Added for apps you've downloaded recently and Suggestions, which picks apps for you based on previous usage.



4 Like other pages on the Home screen, you can hold a space between apps and make them wobble, then tap an X in the top-left corner of the app icon to delete it; and drag apps out of the folders too. Tap four small icons while wobbling to access that page; still wobbling.



5 Tap the Search field at the top of the App Library screen for a list of every app on your iPhone, which you can search. Scroll this list up and down and the keyboard disappears, allowing you to browse your iPhone apps in their entirety, in alphabetical order.



6 To hide specific Home Screen pages on the Home Screen (not App Library), tap and hold a space between icons to make them wobble. Tap the dots icon at the foot of the screen, then uncheck any Home Screen pages you wish to hide or check them to show them again.

Home Screen Folders



1 On this page, we have the iWork and iLife apps and also iTunes U. Let's bring them together into a single folder, greatly reducing the amount of space they take up on the Home screen.



2 Tap and hold any app icon, then select Edit Home Screen from the menu that pops up. You return to the Home screen, but now the apps wobble and display a X in the top left corner.



3 Drag one of the app icons you want to put in the new folder onto another app you intend to keep in the folder. When a border appears around them, let go. A new folder is then formed.



4 Tap the new folder with the two apps inside to open it. It's automatically given a name but you can tap this and edit it if you want to call your folder something different. If you wish, you can tap the 'X' icon to the right of the name (which here is 'Productivity') to clear the title field and then start from scratch.



5 Tap the screen outside the folder to get back to the Home screen, from where you can drag more apps into the folder. If it contains more than can be displayed, they're arranged in pages, like your Home screen. Look for the dots at the foot of the folder and swipe right and left to navigate through folder pages.



6 To remove an app from a folder, open the folder from the Home screen, tap and hold the app, choose Rearrange Apps then drag it out of the folder. When the last app is removed, the folder disappears. Press the Home button, or tap the Done icon (top right) to stop the app icons wobbling.



App Clips

iOS Mini Apps

App Clips are there, just when they're needed. If you want an app for a specific task, like paying for parking or ordering a meal, you can download a specific part of the app experience in seconds, without installing the whole thing.

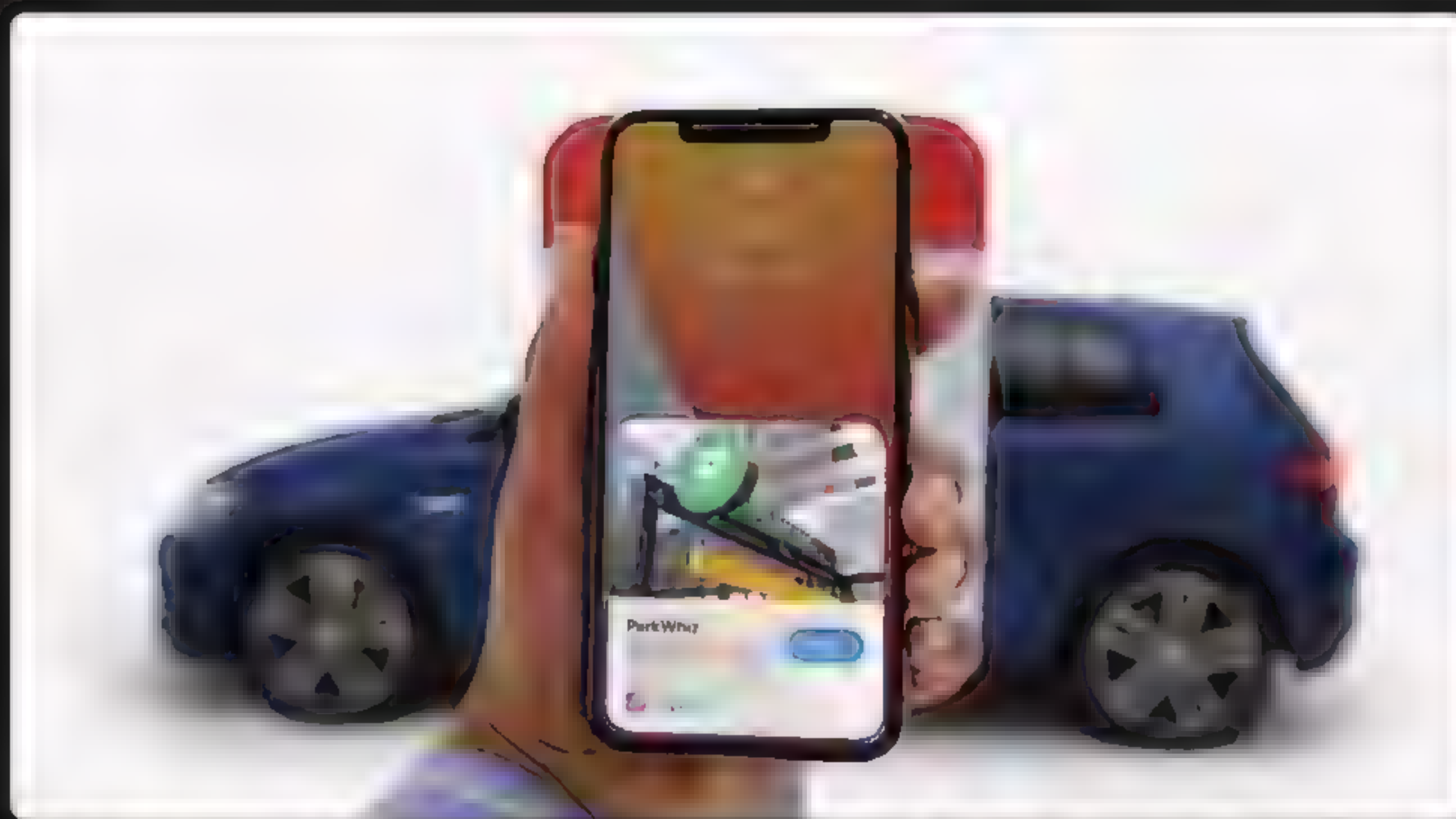
How many times have you installed an app, used it once and then deleted it? Maybe you're in a hotel or restaurant and want to order your meal with its app but you're away on business and unlikely to use it again? Or you're on holiday and you want to hire a scooter or a bike for the day but it isn't something you're likely to do again when your vacation is over? With App Clips, there's no need to download a full app. You simply download its App Clip, a small piece of the main app that does exactly what you need and then disappears.

You download an App Clip by scanning a QR code, placing your iPhone next to an NFC tag or by using an Apple-designed App Clip code. You can also open them from apps such as Safari,

Maps, Messages and more. A small 'card' pops up, inviting you to open the App Clip by pressing the Open button. App Clips are Apple Pay-compatible, so you can pay for goods and services at the tap of a button, without having to input your credit card number and they can use Sign in With Apple, so there's no need to create an account. If you decide you want to download the full app after all, you can do so directly from the App Clip.

Because they're so small, App Clips download in seconds. They're right there when you need them and when you're done they go away, so you don't have to clog up your iPhone with apps you no longer need.

"Because they're so small, App Clips download in seconds. They're right there when you need them."



Pay for parking the easy way by opening an App Clip on your iPhone.



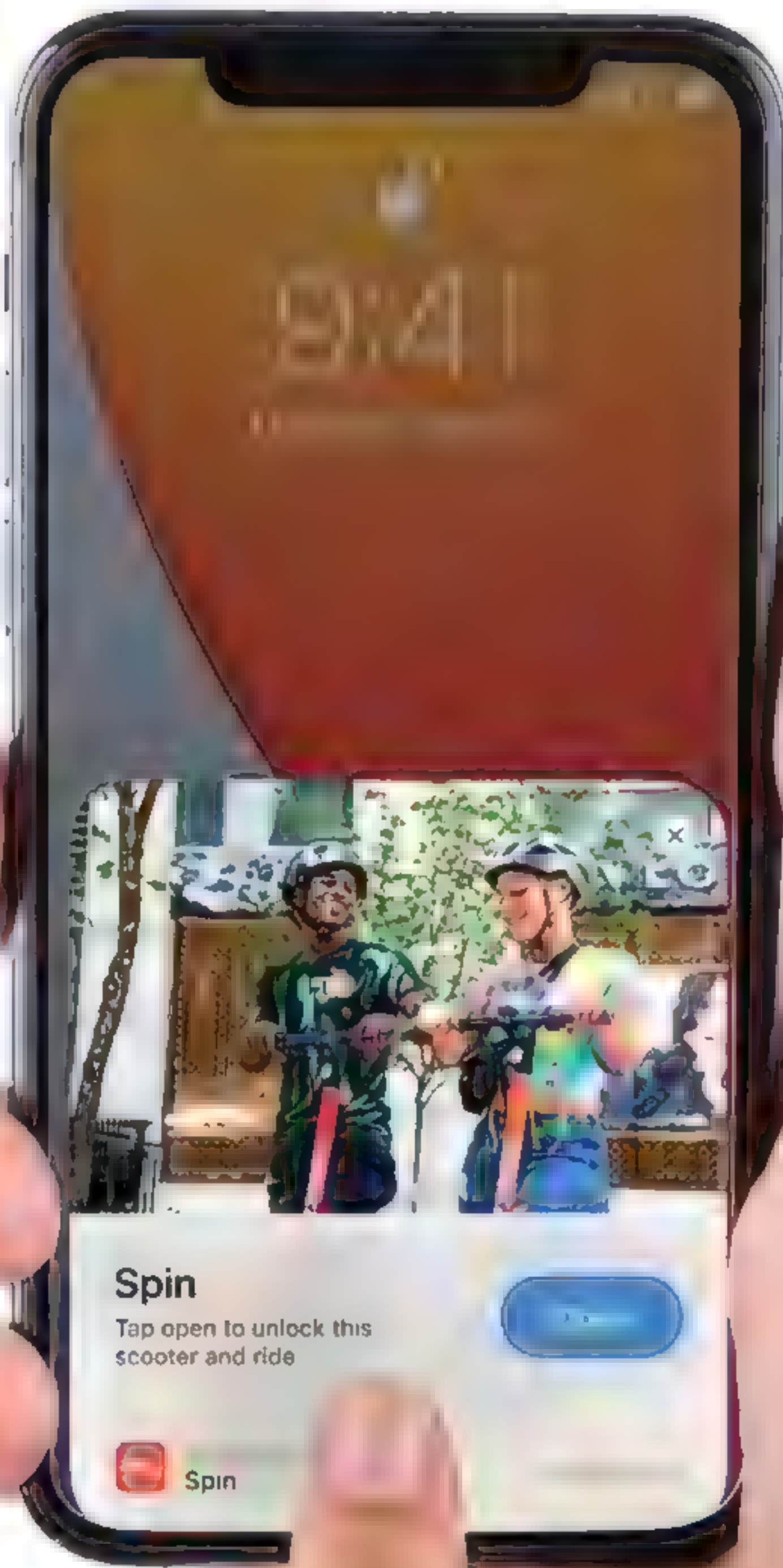
If the venue supports it, you can pay for your coffee using an App Clip.



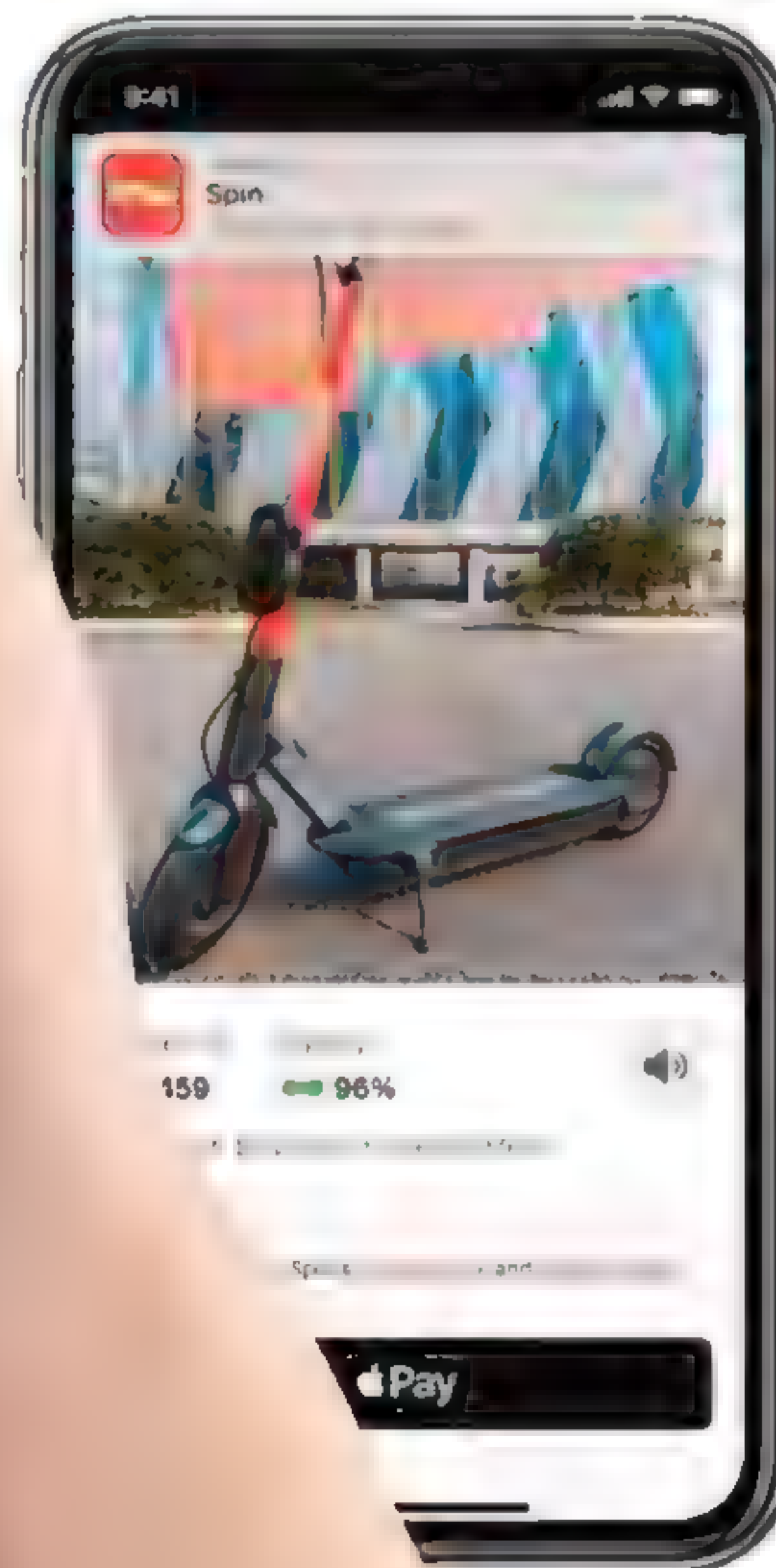
If you're sent a pic of something sold on Etsy, buy it with an App Clip.



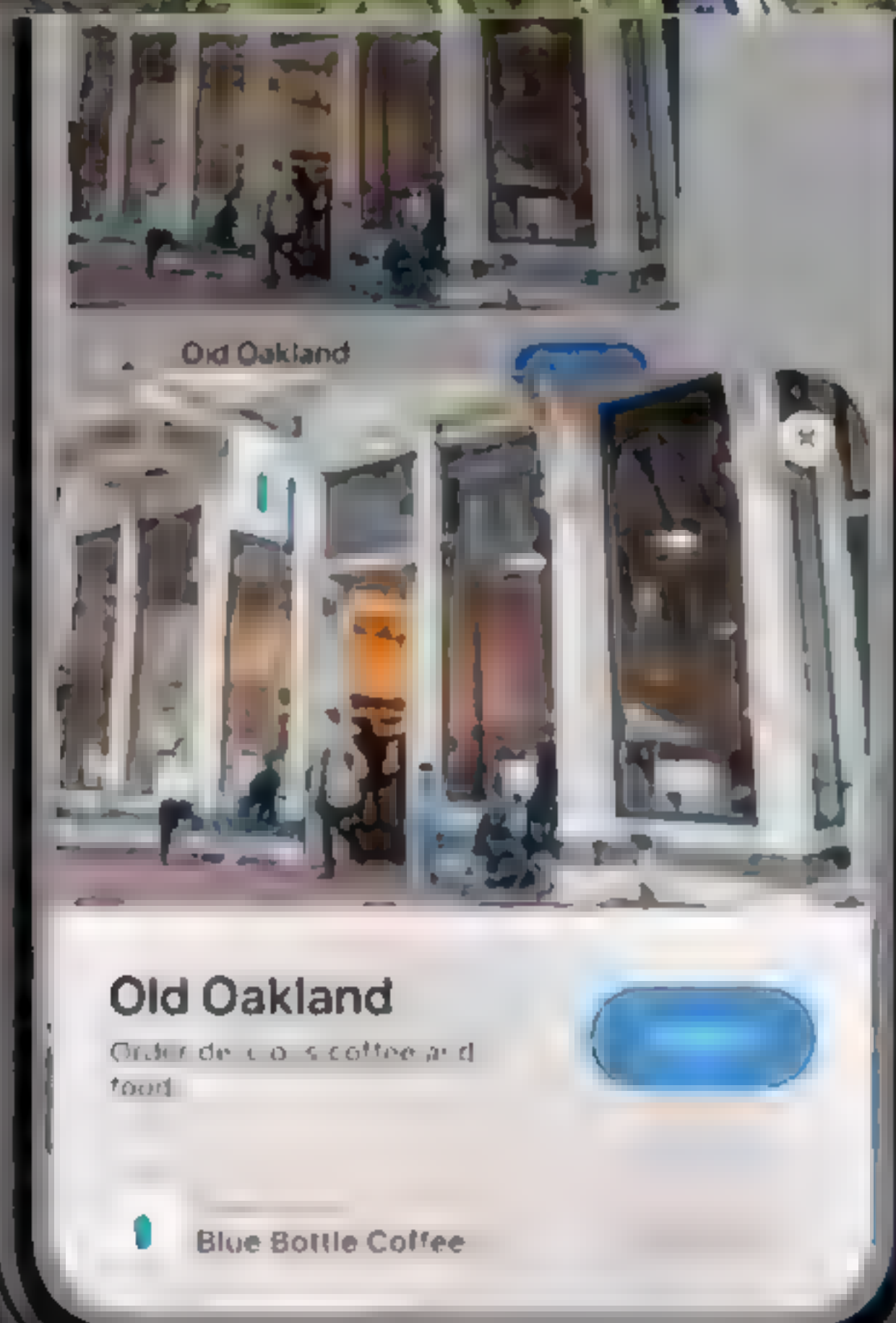
Renting a Spin Scooter



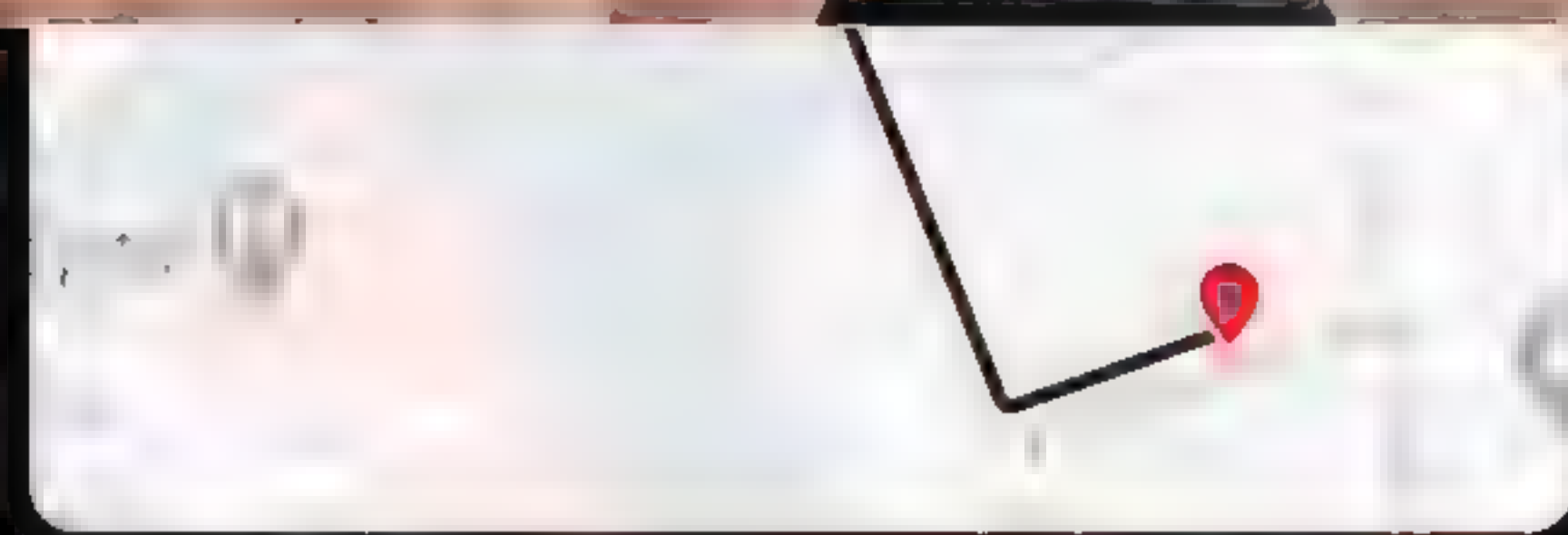
If you want to rent a Spin Scooter, you can download the App Clip and pay for it using Apple Pay. Just scan the App Clip code, open the App Clip and tap the Apple Pay button to pay for it. Having done its job, the app then disappears.



App Clips can also be launched by scanning a QR or App Clip code.



Launch App Clips from Messages when friends share them with you.

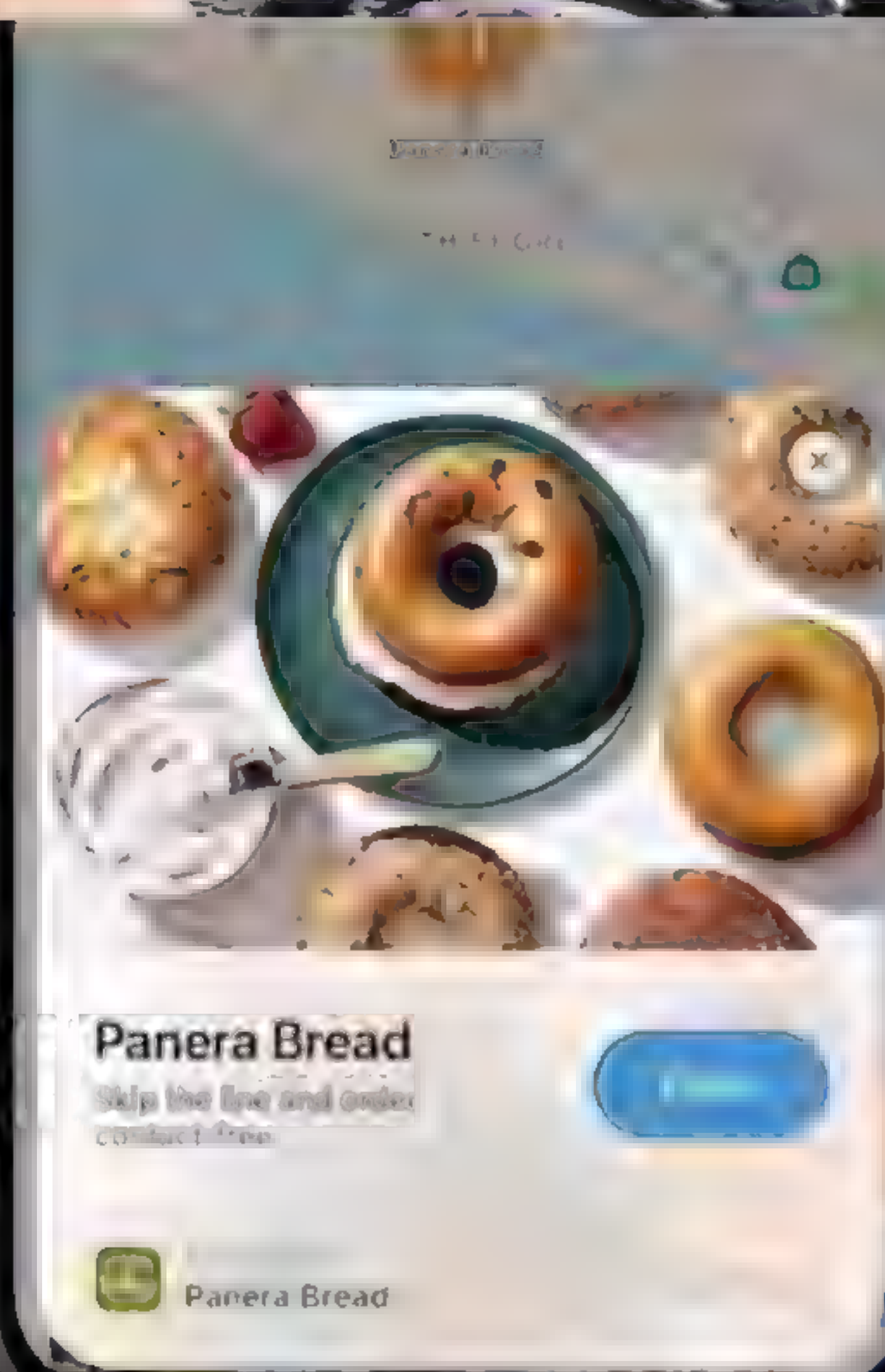


0.8 mi Distance 9 mins Ride Time \$3.53 Total

Sign up now to save your trip!

Sign in with Apple

App Clips can take advantage of the Sign in with Apple feature.



You can also launch App Clips from the Maps app.

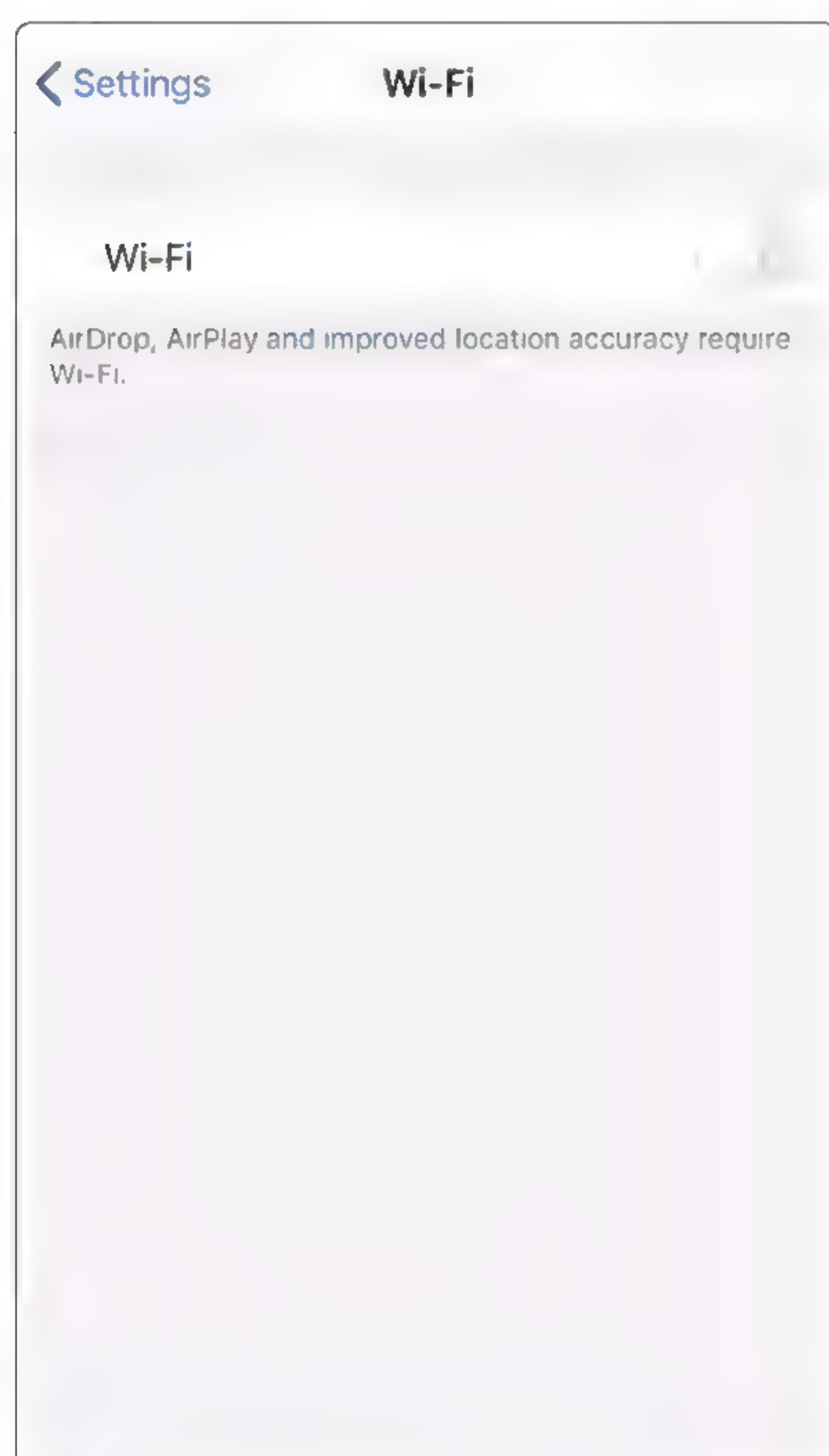


Internet Access

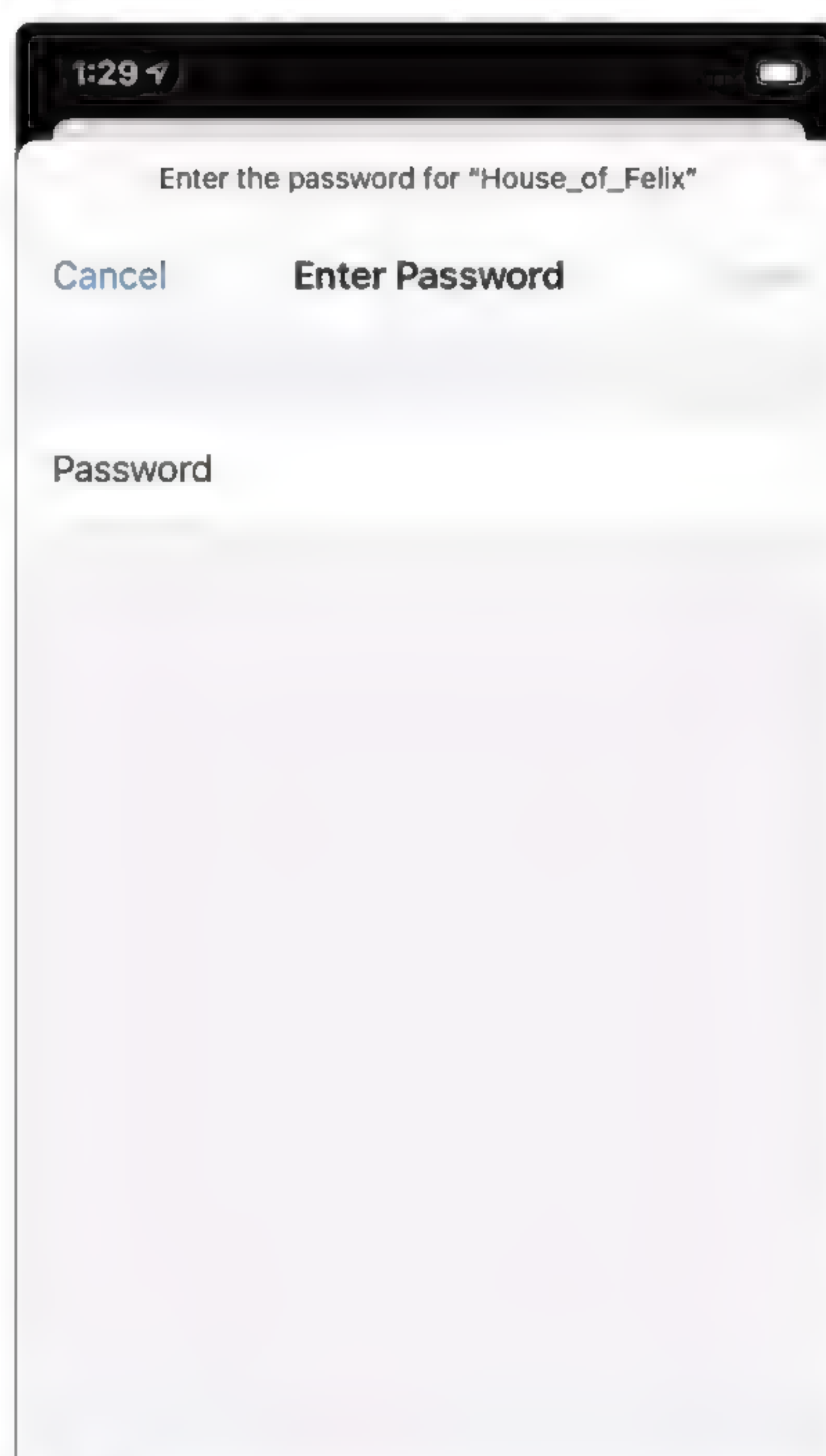
How to Get Online

The iPhone connects to the Internet automatically whenever you use the App Store, Mail, iTunes Store, Safari, YouTube or any other app that requires it. There are two ways of taking your iPhone online: via a Wi-Fi connection or a 3G/4G/5G mobile network. In this guide, we show you how to set up both, and also how to check your Wi-Fi signal strength.

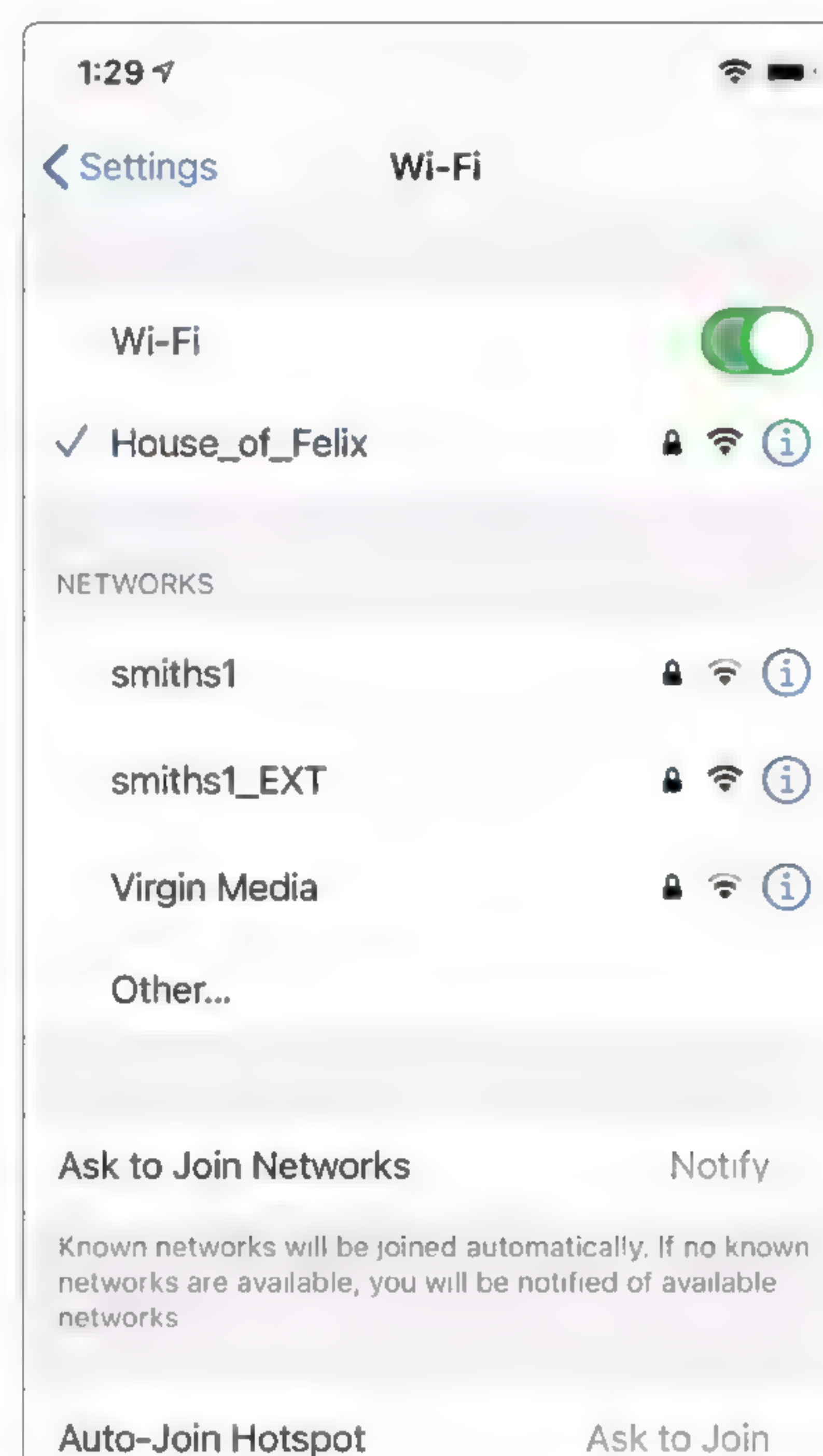
Joining a Wi-Fi network



1 To activate Wi-Fi go to Settings > Wi-Fi and turn it on. The iPhone searches for all networks in range. If at home, pick your home network and enter the security details, the password should be supplied with your router.



2 If you're at a public hotspot that has no security, you can just connect. If it's password protected, which is far more likely, you need to get the network name and the passcode from whoever is providing the Wi-Fi service.



3 From now on, whenever you're in range of this Wi-Fi service the iPhone automatically connects without any prompting. If more than one is in range, the iPhone rejoins the last network it joined.



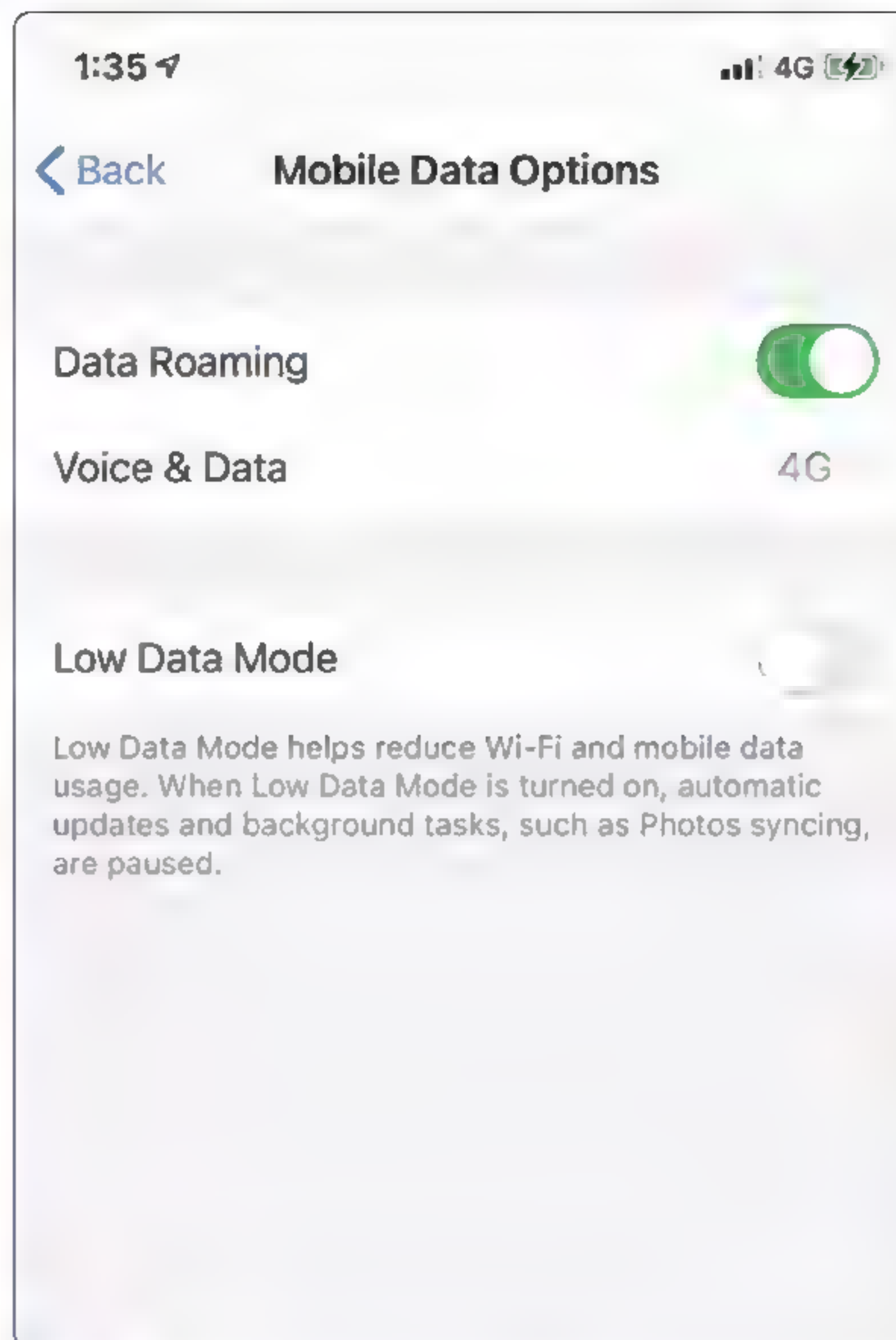
You can follow these tips for joining a public Wi-Fi service as well as for your home network. Ask the service provider for the Wi-Fi network's details, such as its name and password. You log on automatically next time you use this network but if the password has changed, you must enter the new one.



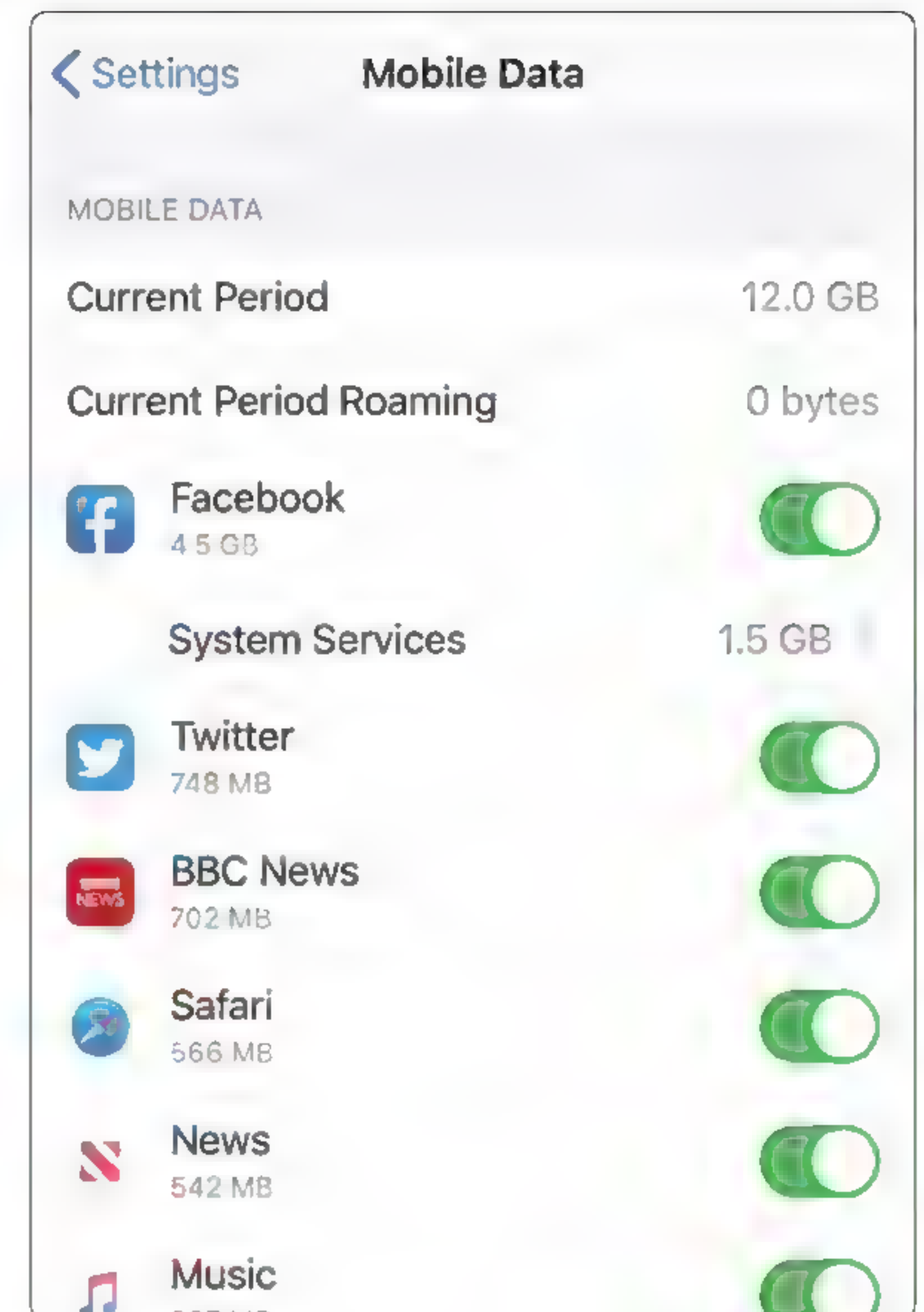
Joining a mobile 5G, 4G or 3G network



1 When the iPhone connects to the Internet using the mobile data network, you will see the 3G, 4G, 5G, EDGE or GPRS icon in the status bar at the top of the screen, on the right-hand side.

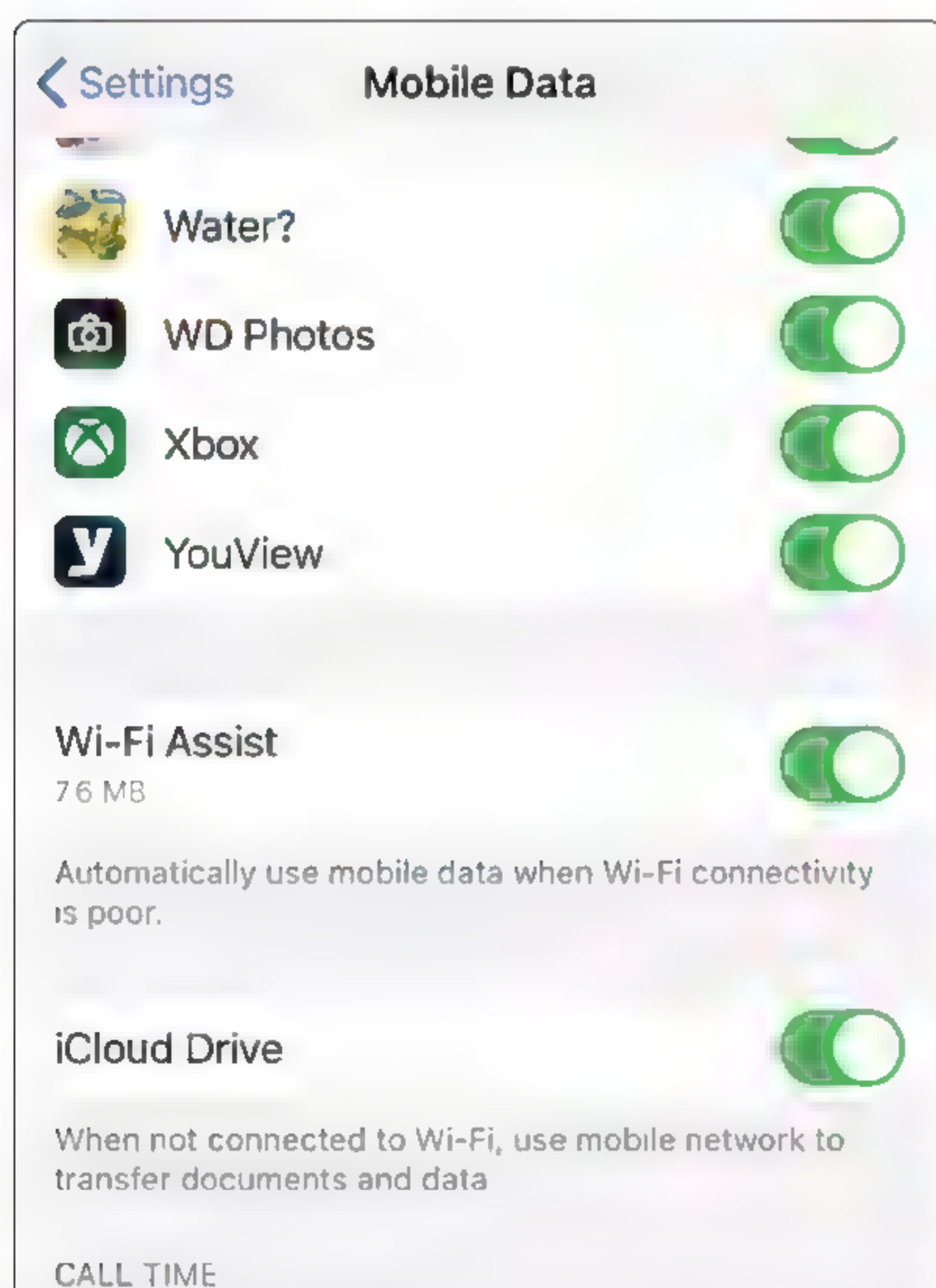


2 If you travel outside your usual mobile network coverage, you can still use 3G, 4G or 5G. To do this, turn Data Roaming on: Settings > Mobile Data > Mobile Data Options. Charges may apply.



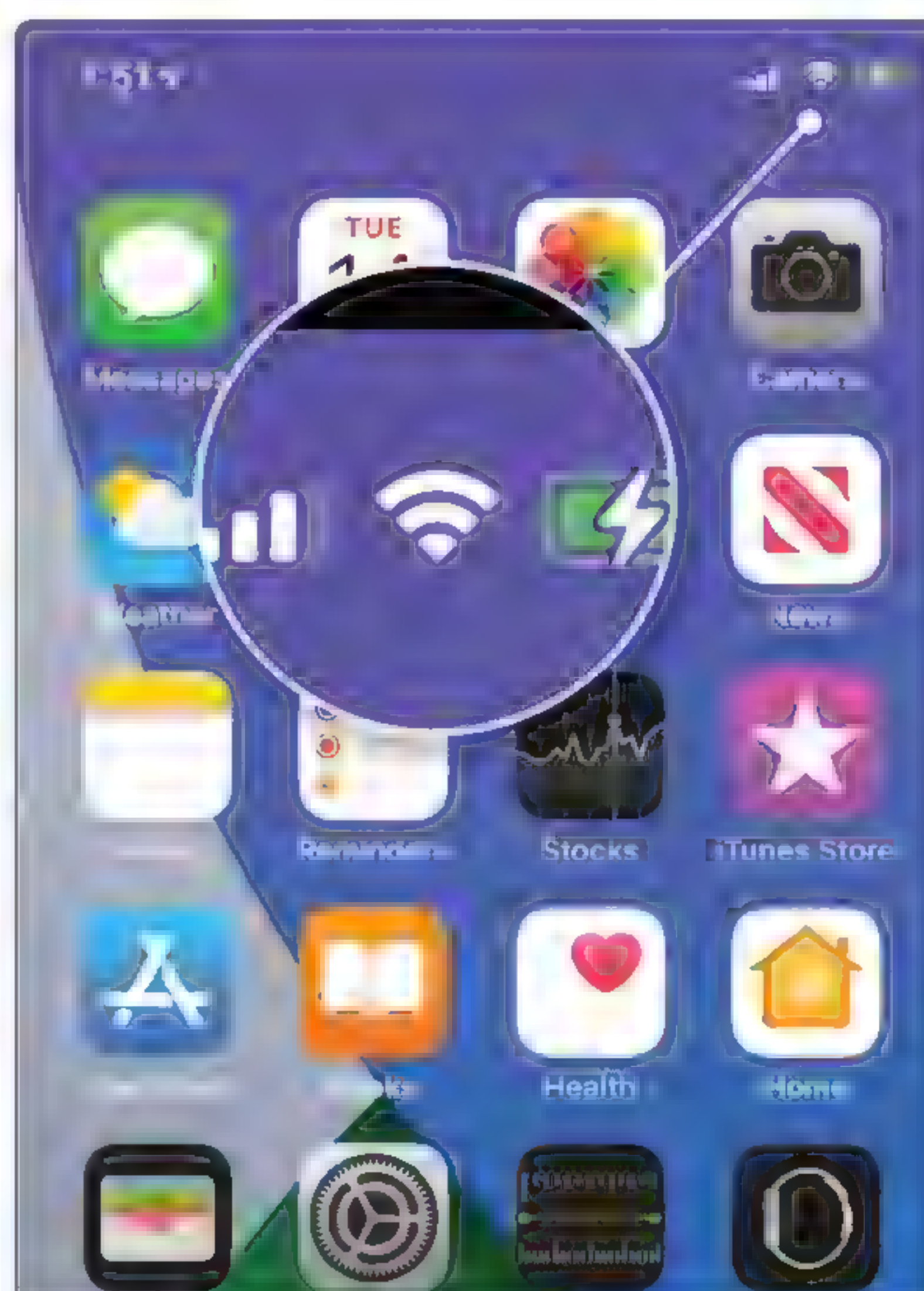
3 You can monitor your mobile network data usage by going to Settings > Mobile Data and then scrolling down to the Mobile Data section. The data settings vary depending on the carrier.

Using Wi-Fi Assist on your iPhone



Wi-Fi Assist

Wi-Fi Assist switches to a mobile connection when Wi-Fi is unreliable. It's found in Settings > Mobile Data, and is on by default. To avoid large bills, it doesn't work when Data Roaming, and it won't work with some video apps.



Signal Strength

To check the strength of your current Wi-Fi connection, look at the Wi-Fi icon found in the top right corner of the screen. The more bars that are solid, as opposed to being greyed out, the stronger the iPhone's Wi-Fi connection.



Password Sharing

You can share a Wi-Fi password from your Apple device with another Apple device that wants to join the same network. Both devices must have Wi-Fi and Bluetooth turned on, and neither should be running a Personal Hotspot. Both devices need to be signed into their respective Apple IDs, and have the other person's email address in their Contacts app. The devices must be within Bluetooth range too, and be unlocked. When all these requirements are met, when the new device tries to connect to the network, a pop-up invites the one that's already on there to share the password. Tap Share Password to do so.



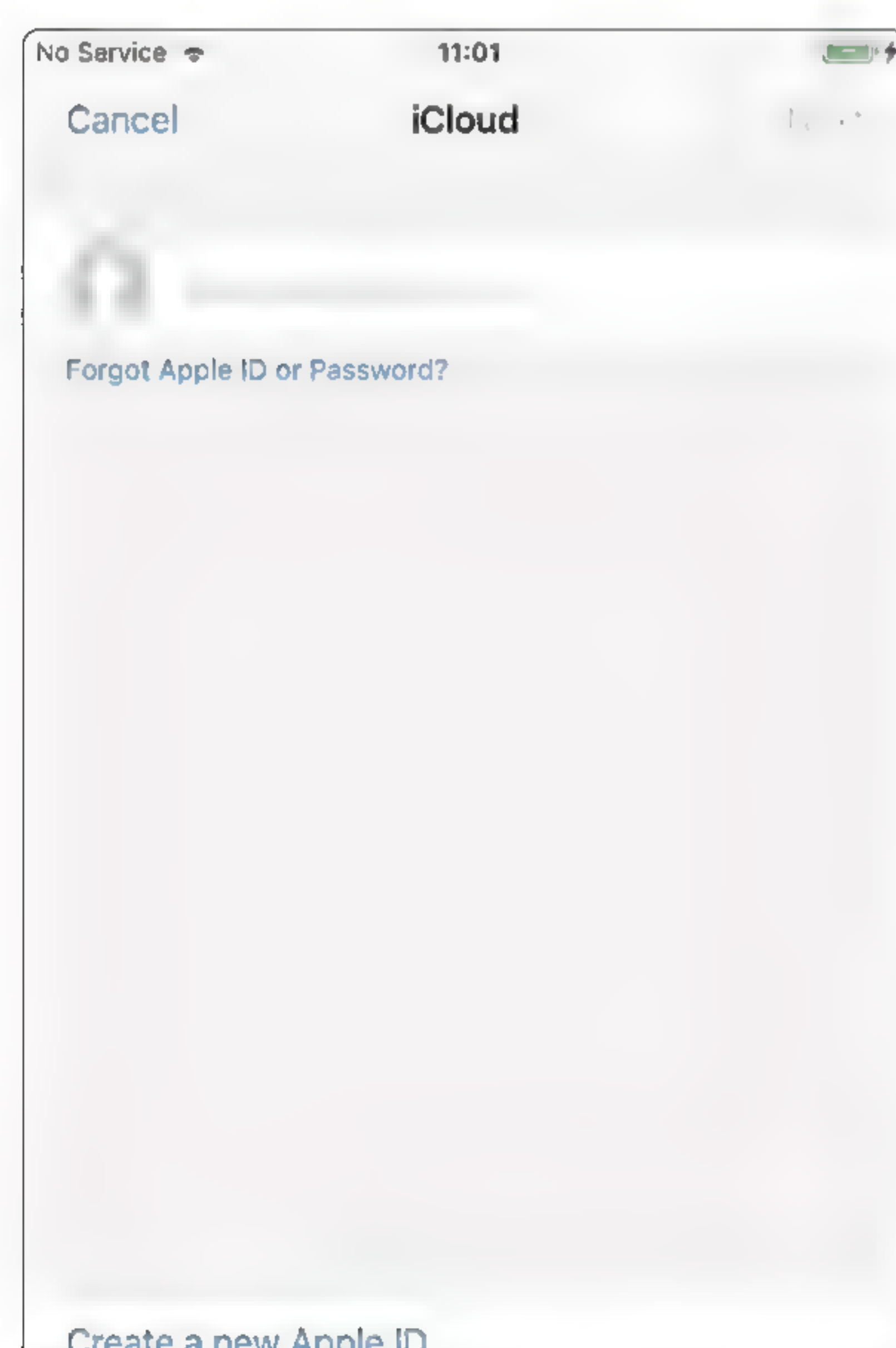
Setting Up Email On Your iPhone

Your iPhone's Mail app can send and receive emails from all of your email accounts. It's easy to set up and use with an iCloud, Gmail, Yahoo, AOL or Outlook email address. If you want to add your Internet Service Provider's own email account, it is a little more complicated. Here we take you through setting up each type of email account on your Apple smartphone.

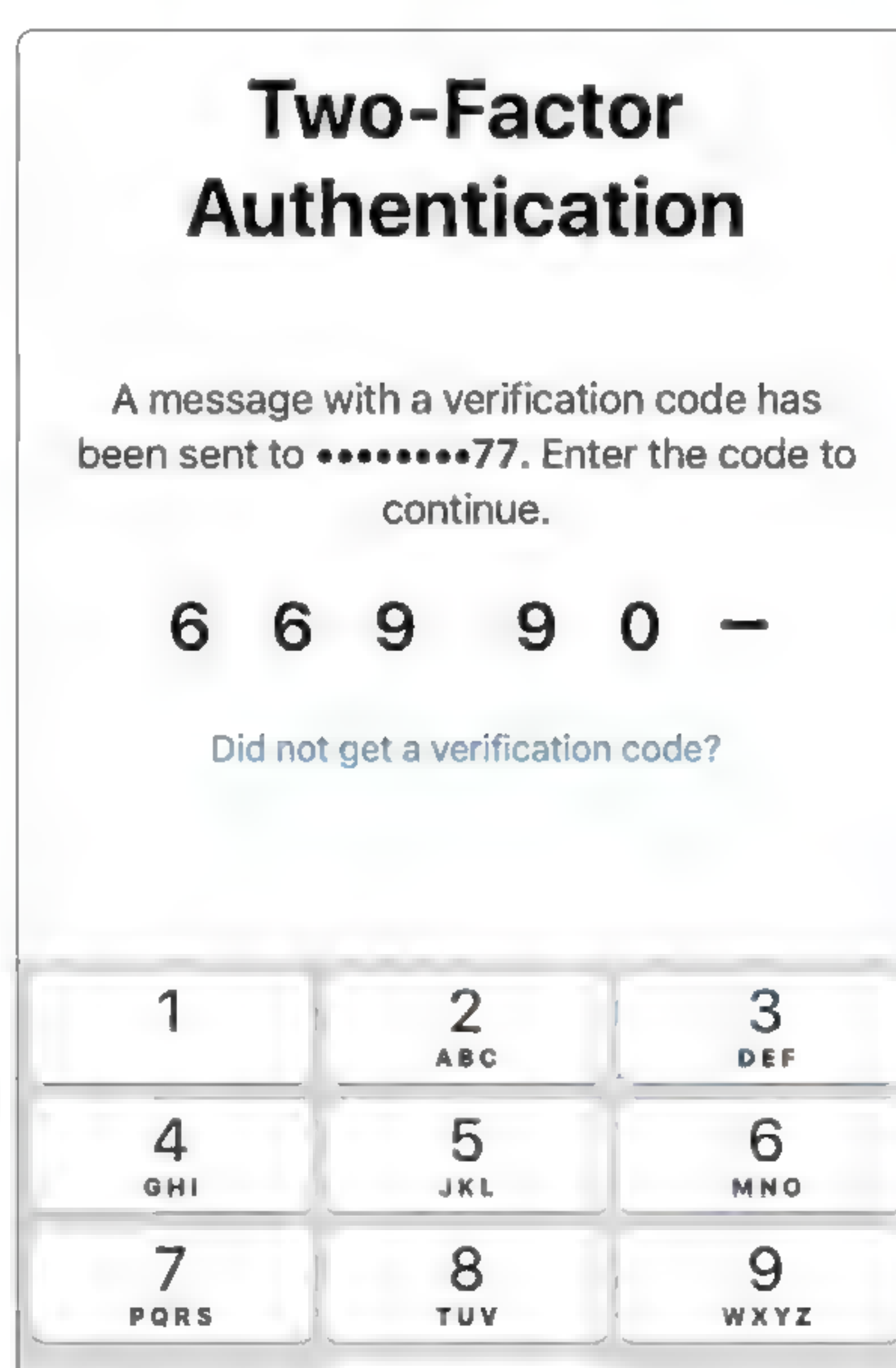
Setting up accounts.

For most of the popular web-based email services such as Gmail and Yahoo, the iPhone automatically enters most of the settings needed for you to access your account. We've put together these steps that cover each of the Internet's key email providers. Just follow this guide and you'll soon be emailing from your iPhone.

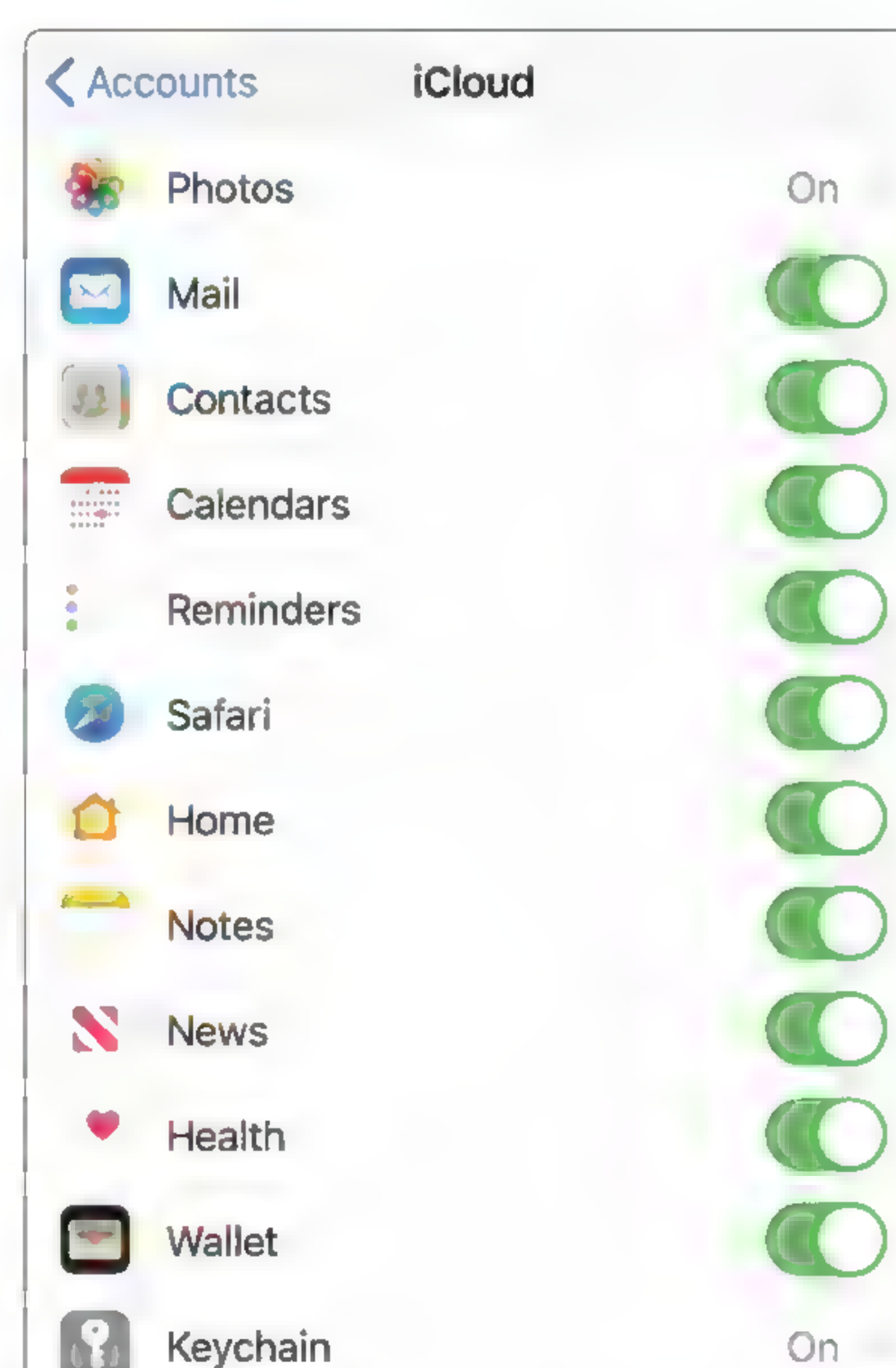
Setting up an iCloud email account



1 Tap the Settings icon and scroll down. Tap the Mail option, then Accounts. From here tap Add Account then tap the iCloud link and enter your Apple ID and Password. If you don't have an Apple ID, tap Create a New Apple ID instead and follow the instructions. Tap Next to automatically verify your details.



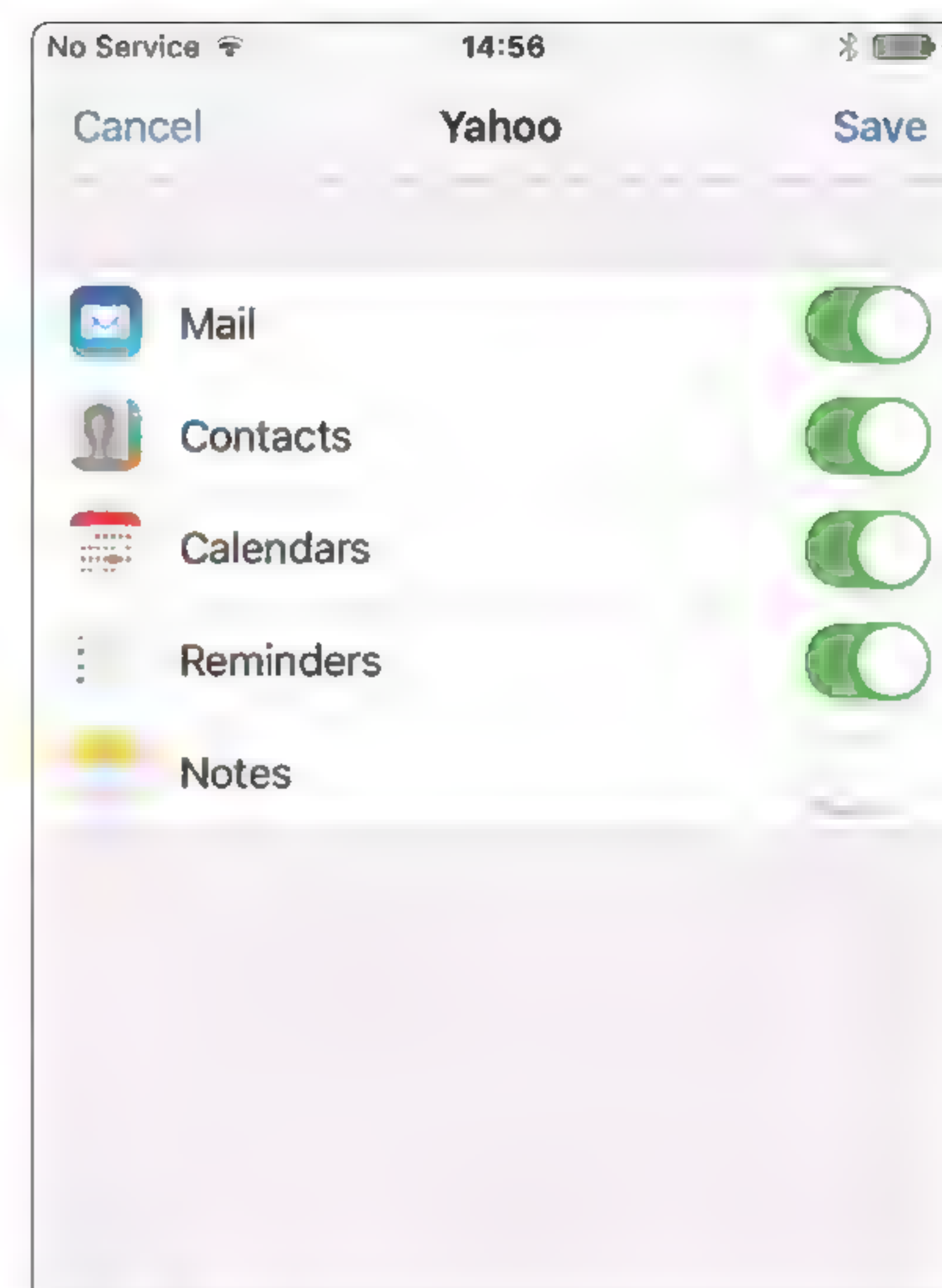
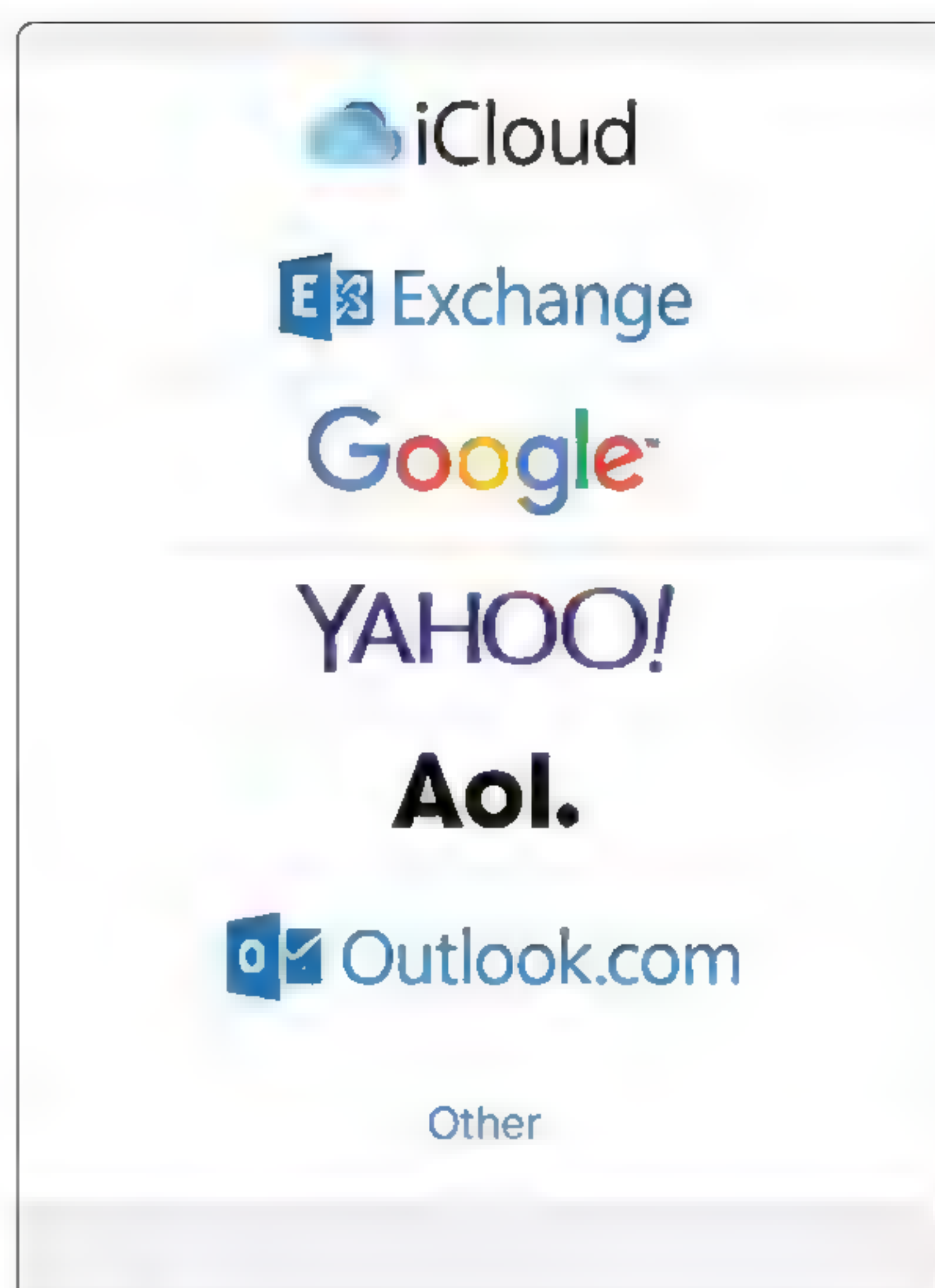
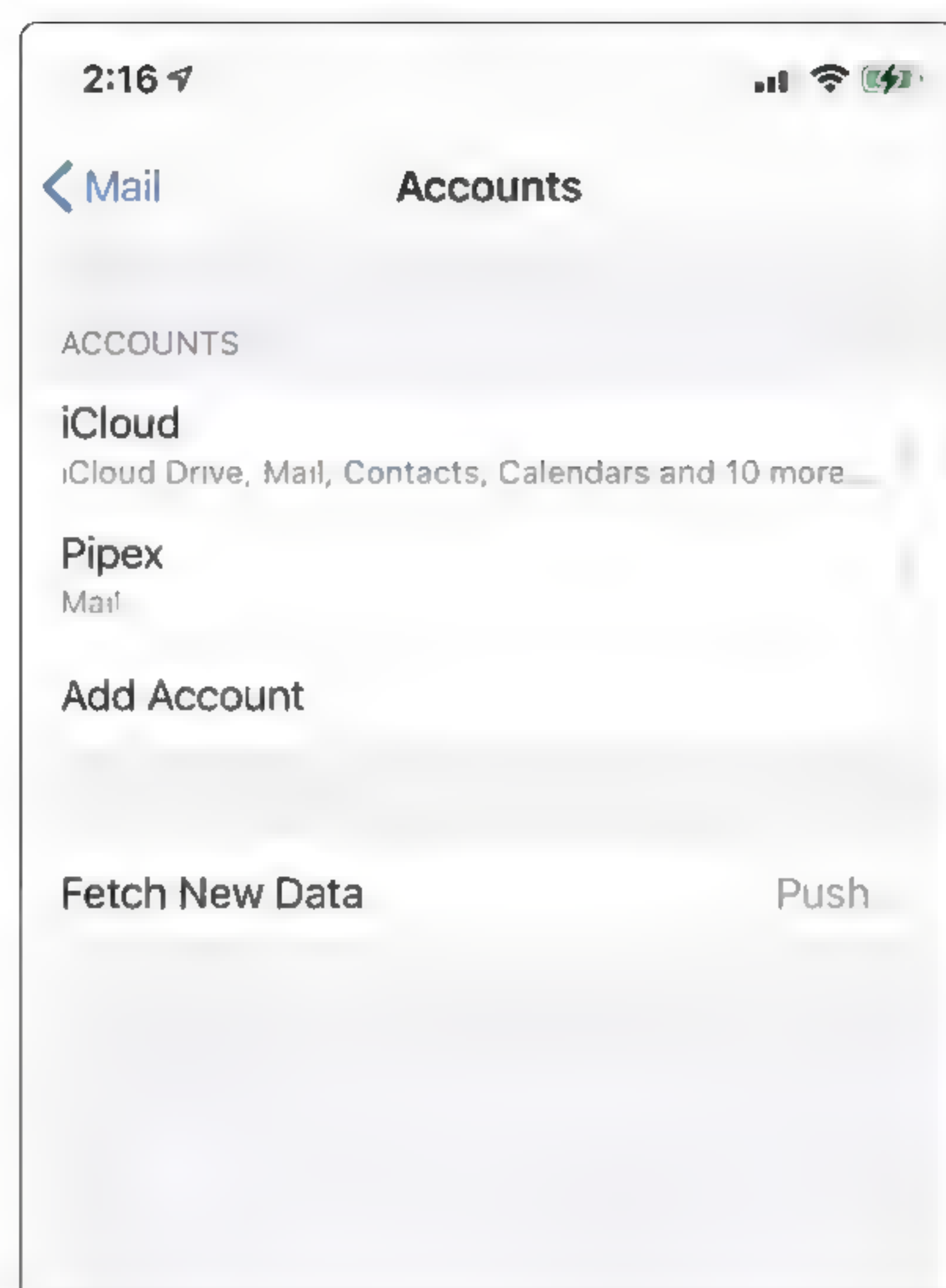
2 If you have Two-Factor Authentication on, you must authenticate now. Enter the verification code or tap the link and follow the instructions if you didn't get one. If you're asked whether you want to allow iCloud to access your location and use Find My iPhone, we suggest you agree.



3 You're then taken to this screen, where you can select which of your iPhone's apps use the iCloud. Slide the Mail link to the On position. Deactivate any applications you don't want to sync with iCloud (you can always reactivate them later), and then tap Save in the top right corner to complete the setup.



Setting up Gmail, Yahoo, AOL and Hotmail accounts

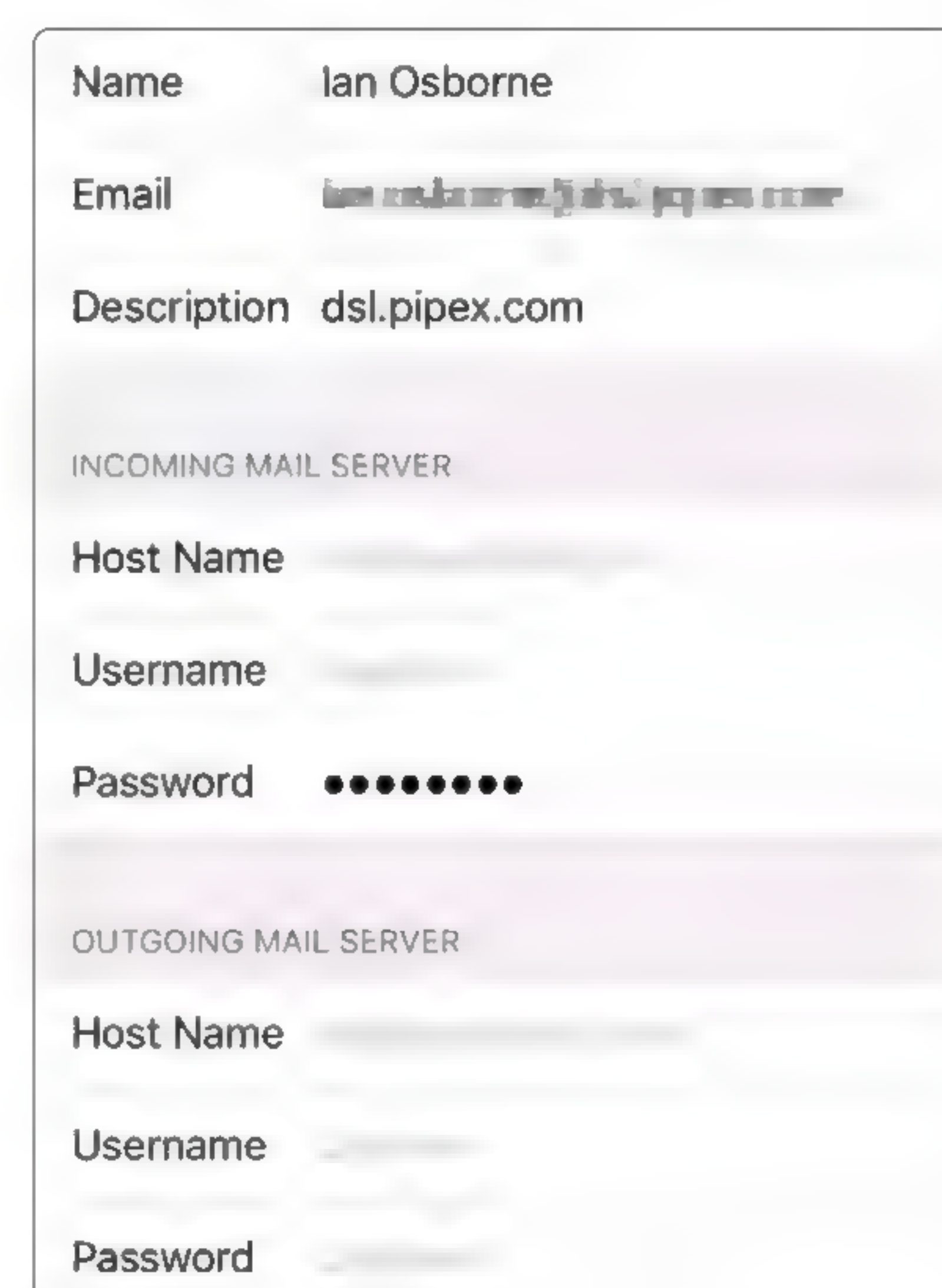
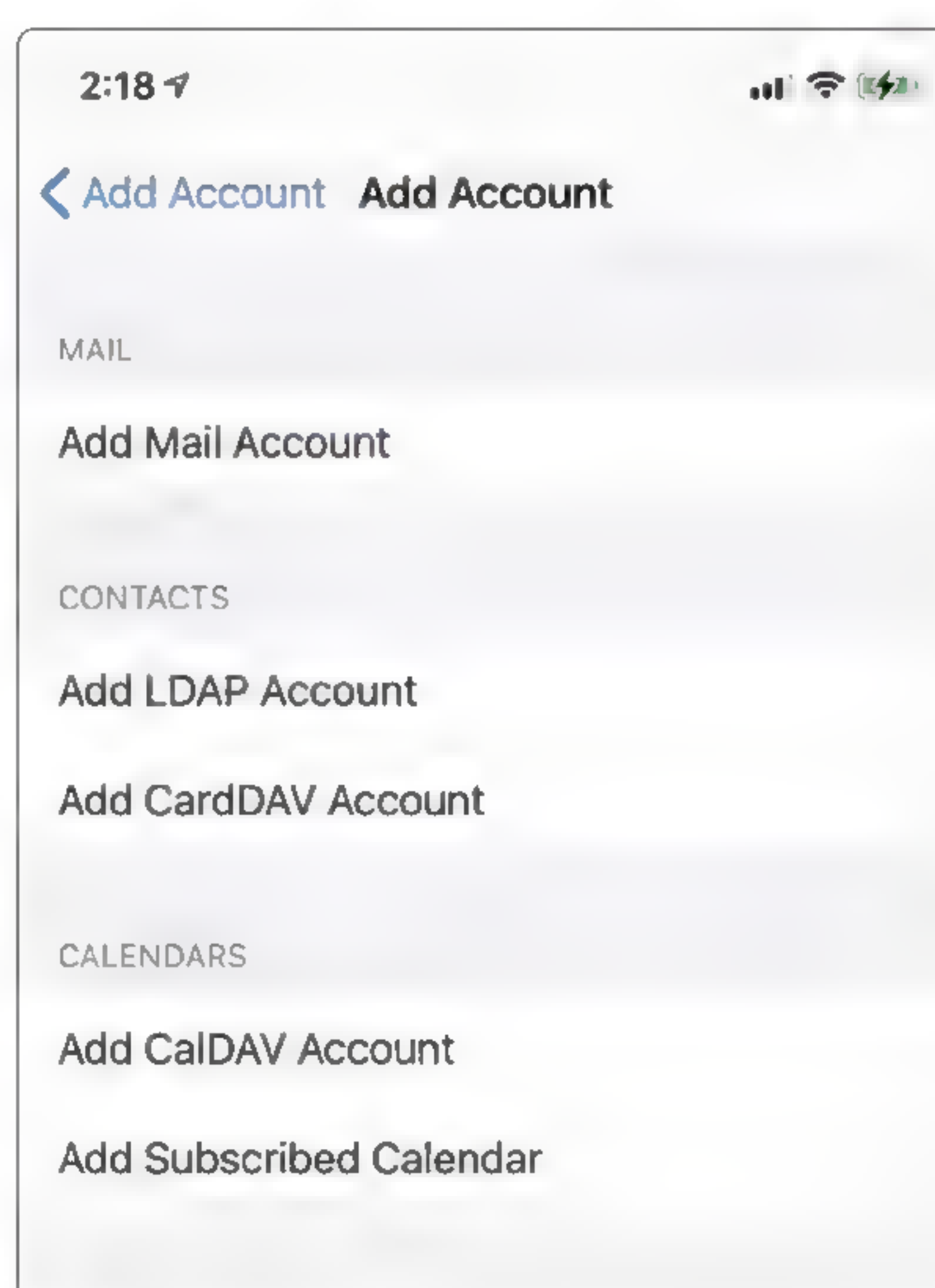


1 Tap the Settings icon on your iPhone's Home screen. Scroll down and click on Mail, then Accounts, then Add Account. This takes you to the list of email accounts that you can configure on your iPhone, such as iCloud or Google accounts.

2 From this screen, tap on either the Gmail, Yahoo, AOL or Microsoft Hotmail link (the process is the same). On this screen you need to enter your name, email address and your password for this account. Finally enter a description of the account. Click the Next link to continue.

3 From this screen, you can select which features of your email account you also wish to sync with your iPhone. When you have made your selections, and are happy to continue, all you have to do to complete the process is tap the Save link and you are ready to go.

Setting up other types of email account



1 Go to Settings > Mail > Accounts > Add Account once more. If you wish to add a Microsoft Exchange account, tap the Exchange option on the screen shown above. If it's a service provided by your ISP (Internet Service Provider), tap Other at the bottom.

2 You will have to visit the support website of your email provider and seek out their help in setting up either a POP or IMAP email account on your iPhone. As these details are all different for each provider, we can, alas, only send you in their direction for help.

3 Once you have obtained all the required information from your email provider, you must then enter these details as requested. When complete, you are ready to go; your iPhone contacts the email server in question and downloads any emails you have for this account.

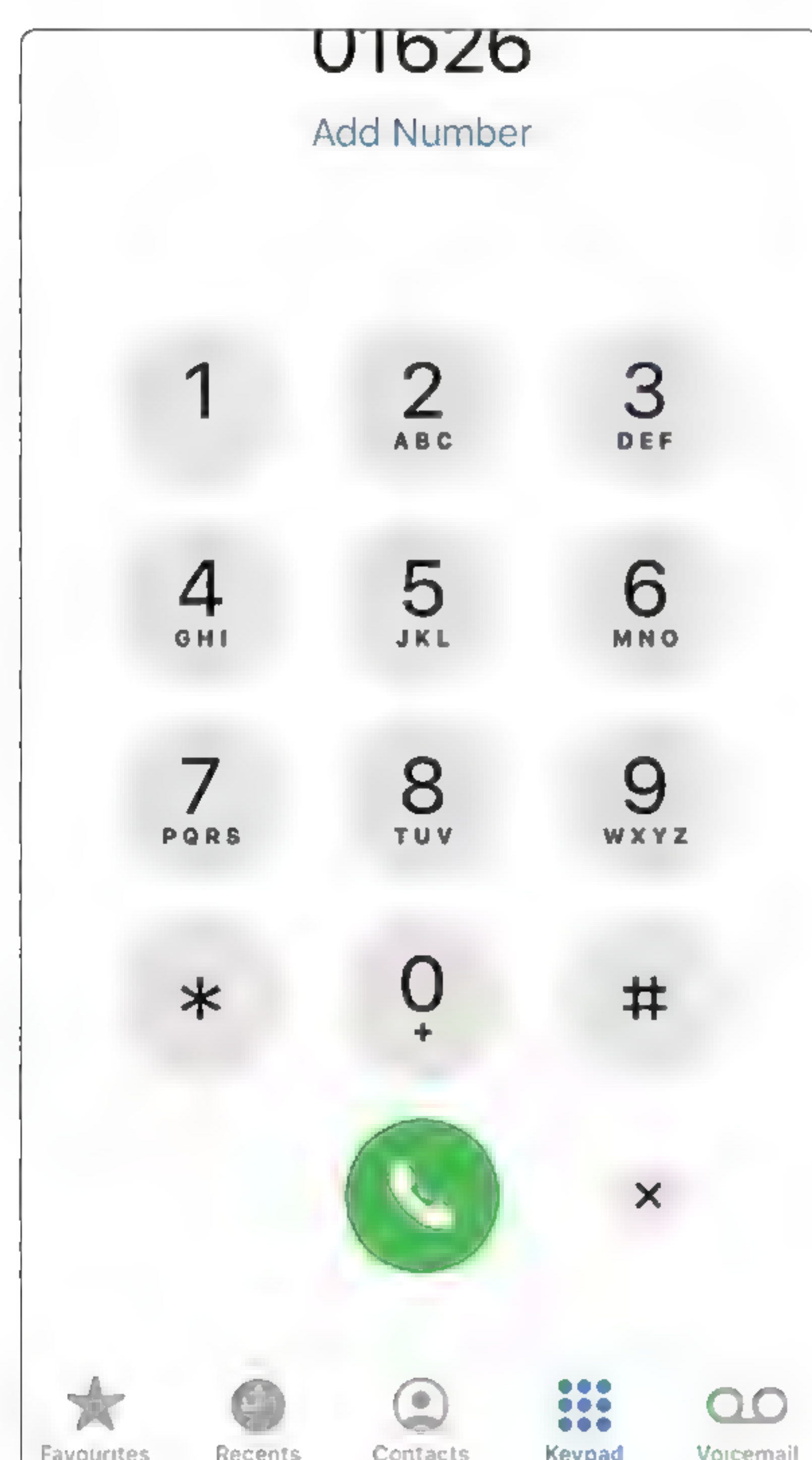


Phone Calls

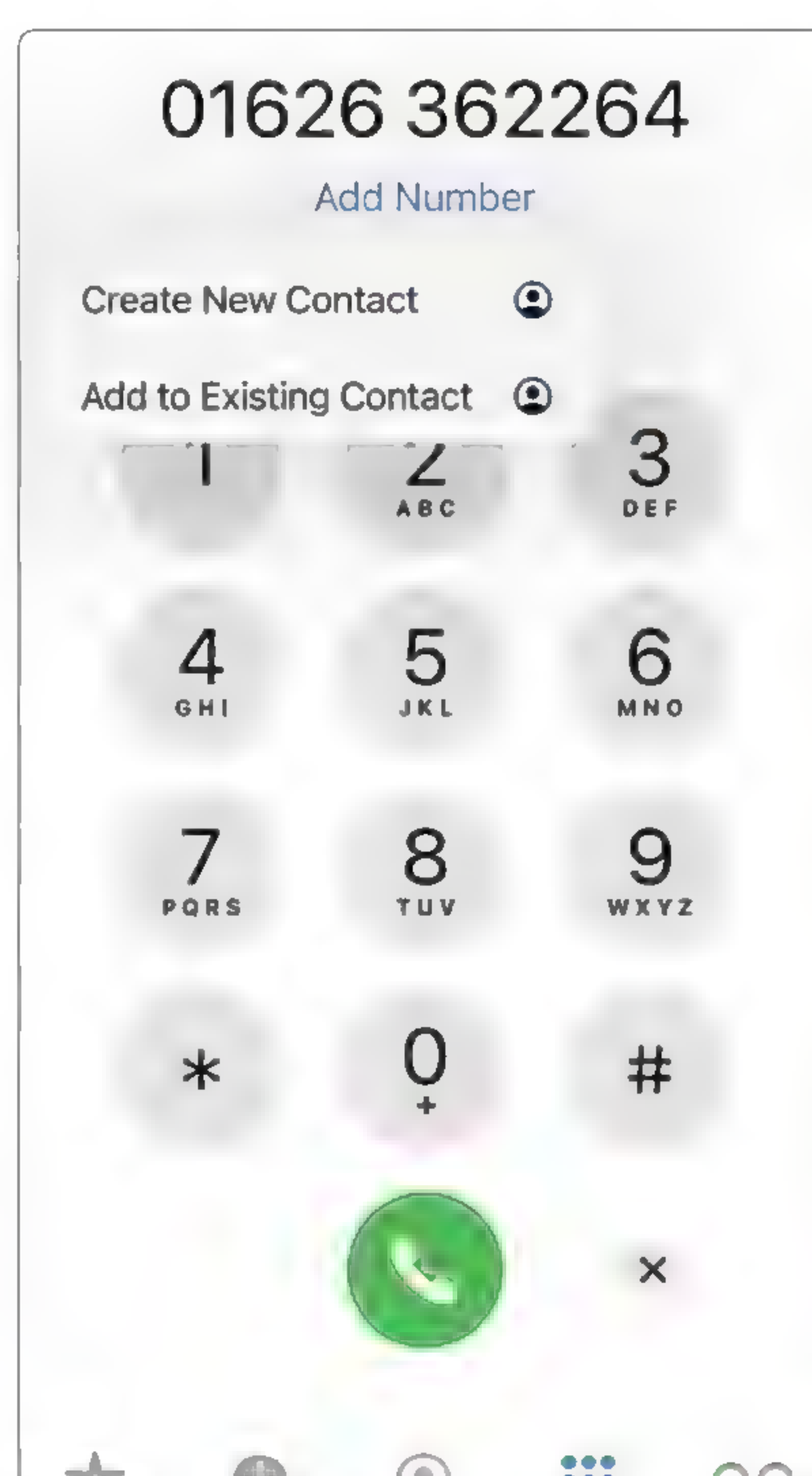
Make, Receive & More

With all the games, apps, videos, Internet browsing, email and photography available on your iPhone, one might be excused for forgetting it can also make and receive telephone calls. In this next section we take you through making and answering calls, and show you a few of the iPhone's clever phone-related features such as placing calls on hold and using voicemail.

Dialling a number from the keypad



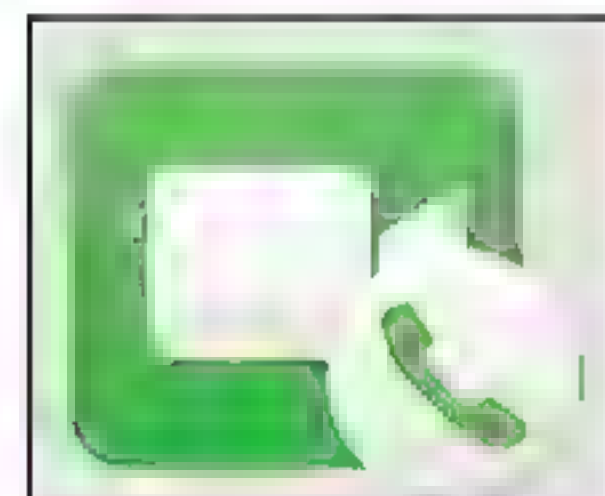
1 Tap the Phone app icon and then select the keypad link from the five options at the bottom of the screen. Enter the phone number by tapping the on-screen digits; the number is shown as you enter it.



2 If this number is important and is likely to be used often, tap the Add Number link found under the phone number at the top of the screen to add it to your contacts list. If not, tap the green button to make the call.



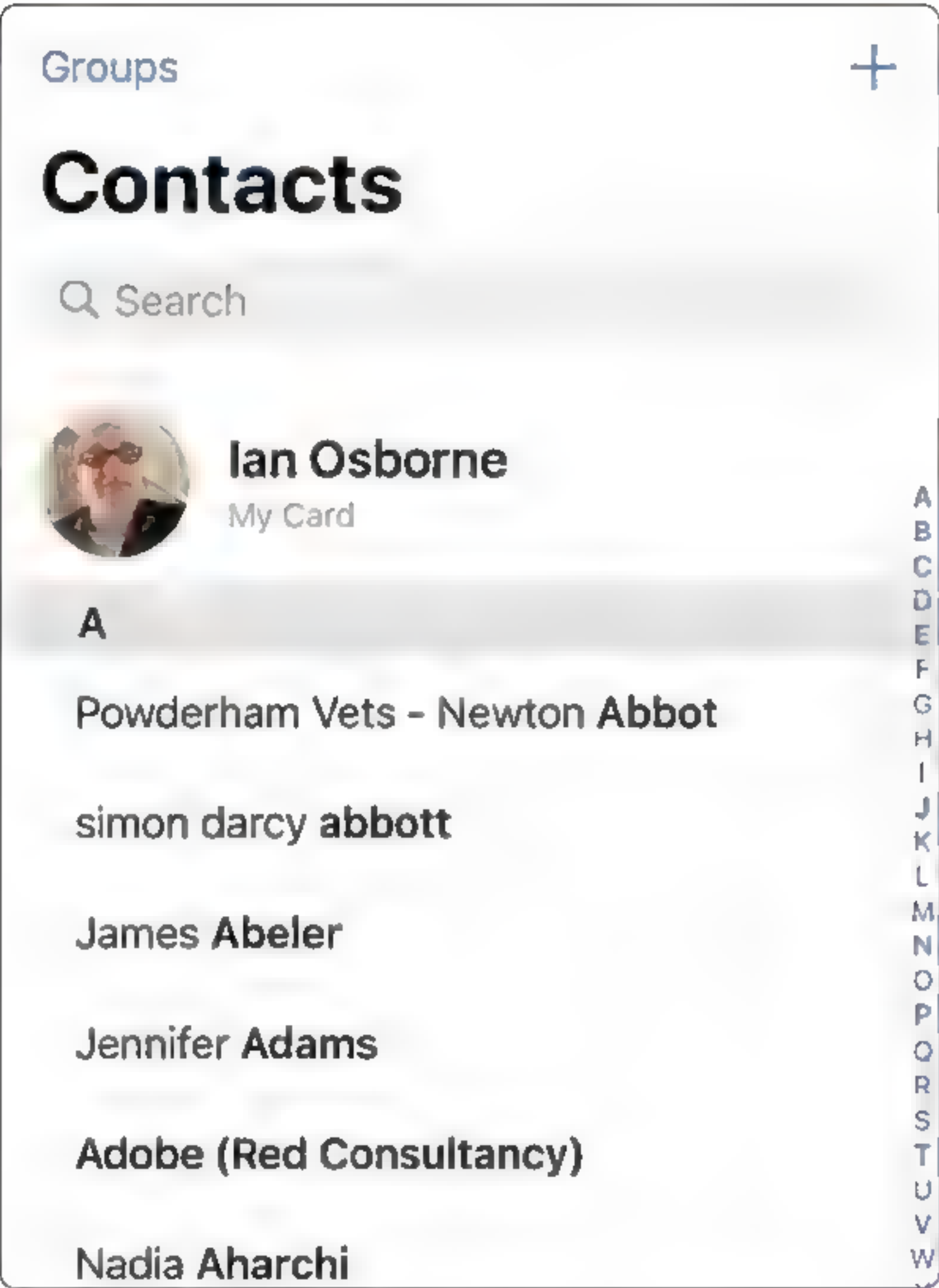
3 The call automatically connects when your contact answers the phone at their end. To end the call, tap the End Call button, the red one; you're returned to the keypad screen and the call is terminated.



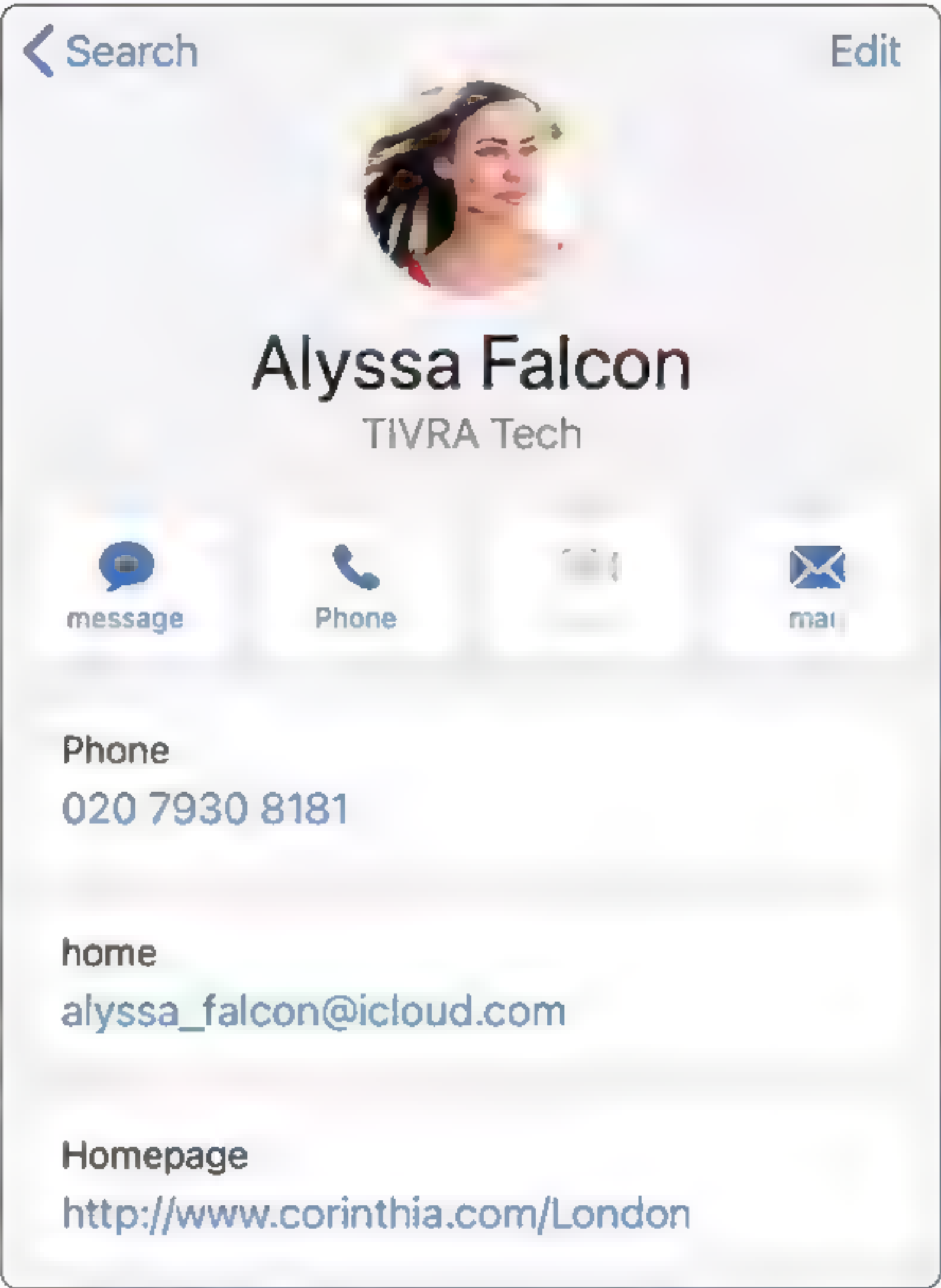
If you're ringing another Apple device, you can use the FaceTime app's audio mode to make a call over the Internet using Wi-Fi or 3G/4G/5G. There are no call costs, though mobile Internet costs might apply. See our tutorial on the FaceTime app later on for more information on making FaceTime Audio and Video calls.



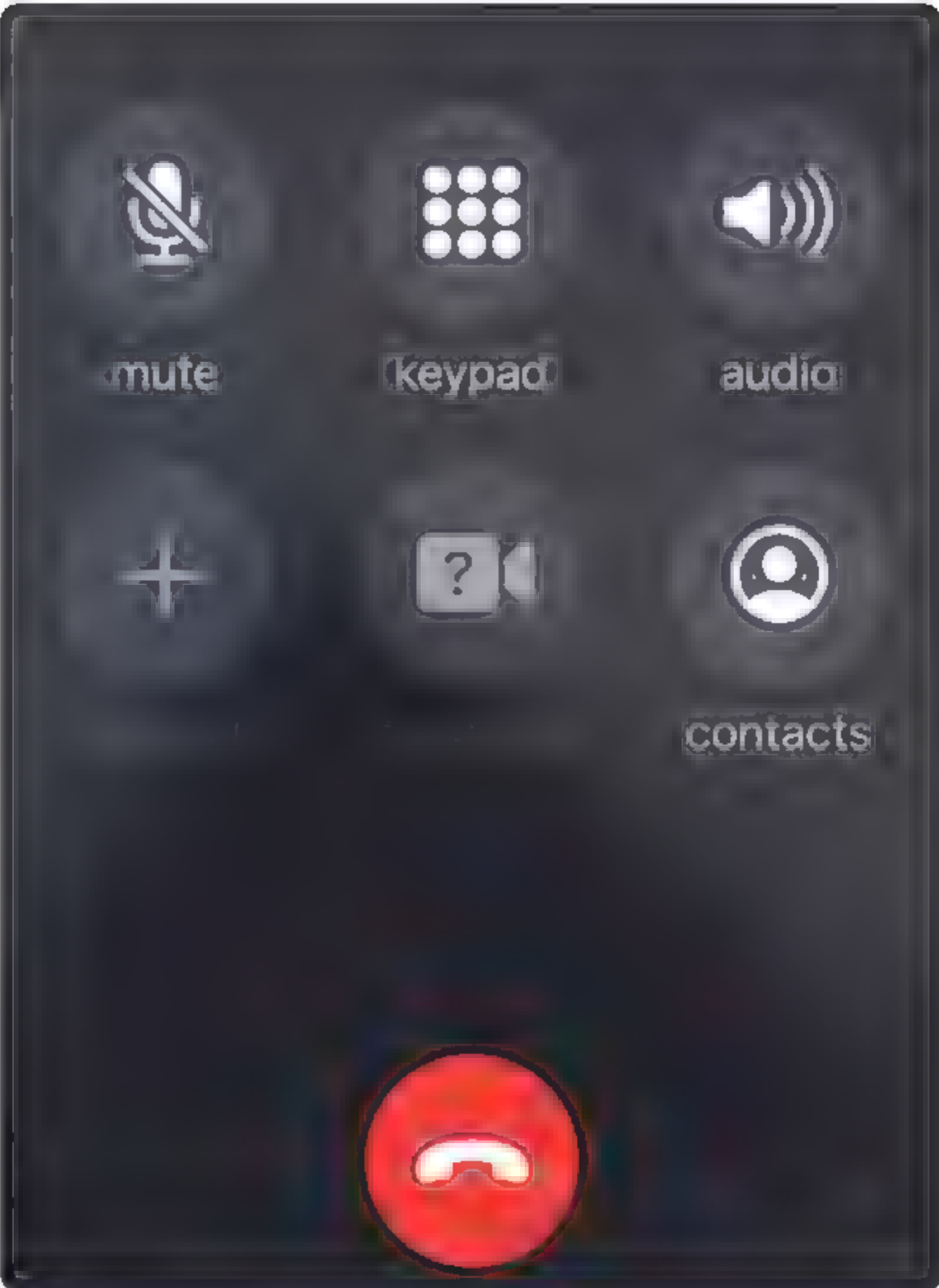
Making a call from your contacts list



1 Tap the Phone icon and select Contacts. Scroll up and down until you find the number you wish to dial. Alternatively, enter the name of your contact into the Search bar.



2 Once you've found the contact you wish to call, simply tap their name to be taken to their contact page. To dial them up, tap their phone number to place your call.



3 When you've finished your conversation, tap the End Call button, the red one showing the telephone receiver, to hang up; or wait for your contact to do the same.

Answering a call



1 Incoming calls appear as a notification at the top of the screen; you can accept or decline it. When you get a call you either see the name of the contact or the number displayed. If the number is withheld, the word "Blocked" appears.

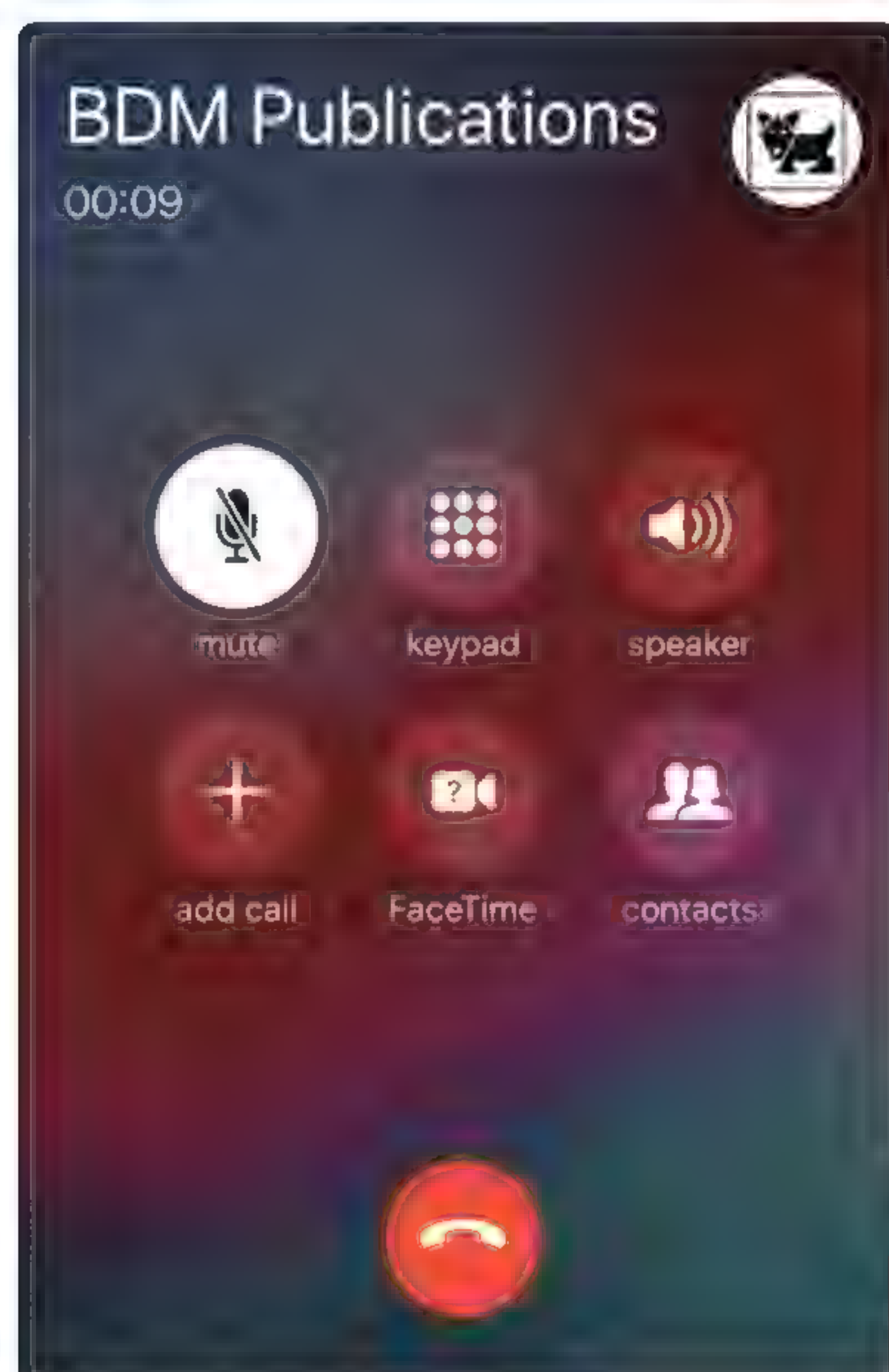


2 To answer the call, if your iPhone is in sleep mode, move the slider to the far right to accept the call. If you receive a call when you are using your iPhone, you can decline it by pressing the red button or accept via the green one.



3 To go hands-free for the duration of this call, simply press the Speaker button on the upper right. This switches the outgoing sound to the main speakers, allowing you to talk without holding the phone.

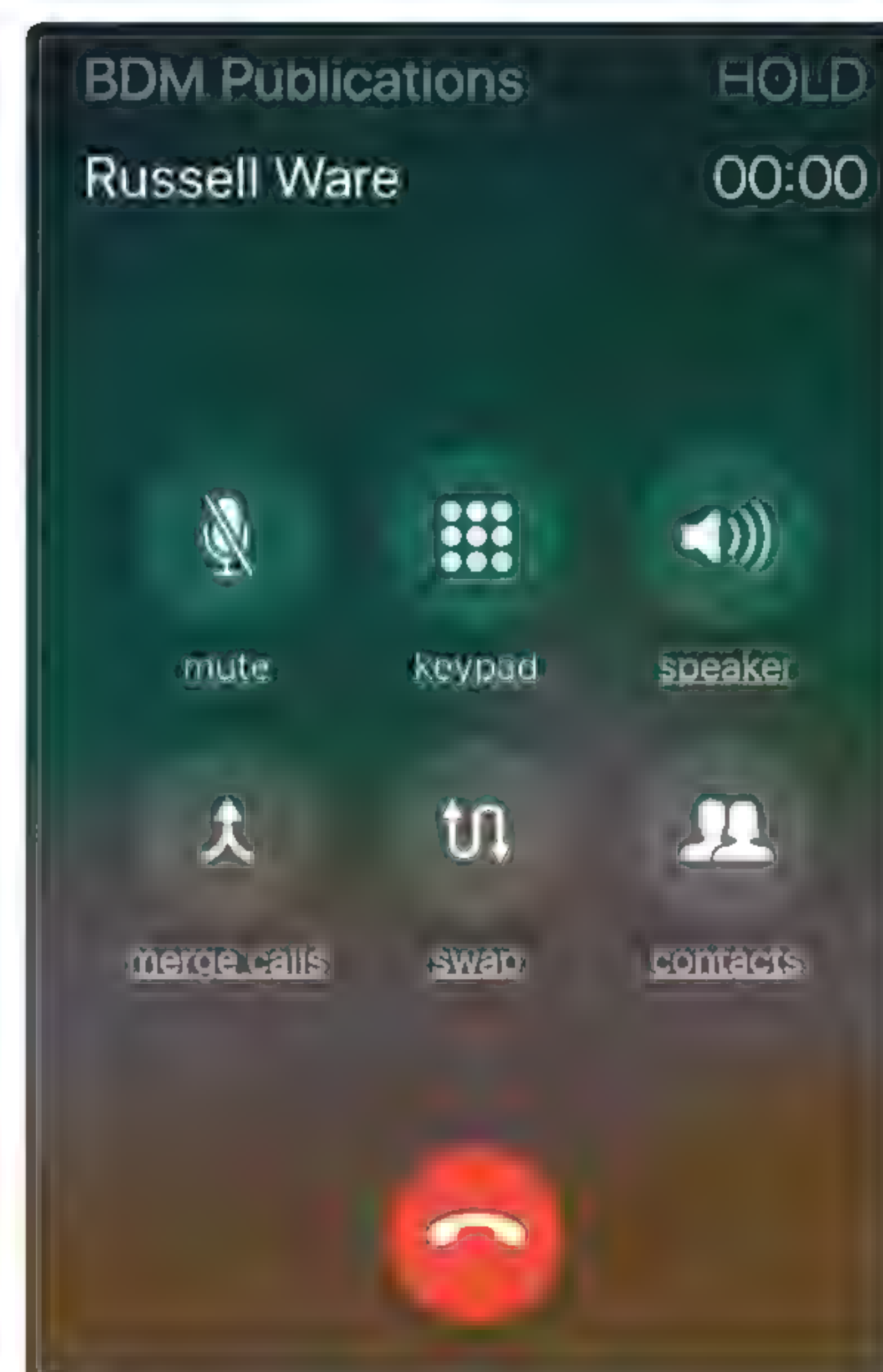
Placing a call on hold



1 During a call, you can place the caller on hold by pressing Mute, pausing the conversation without actually hanging up the phone. To return to the call, tap Mute again.

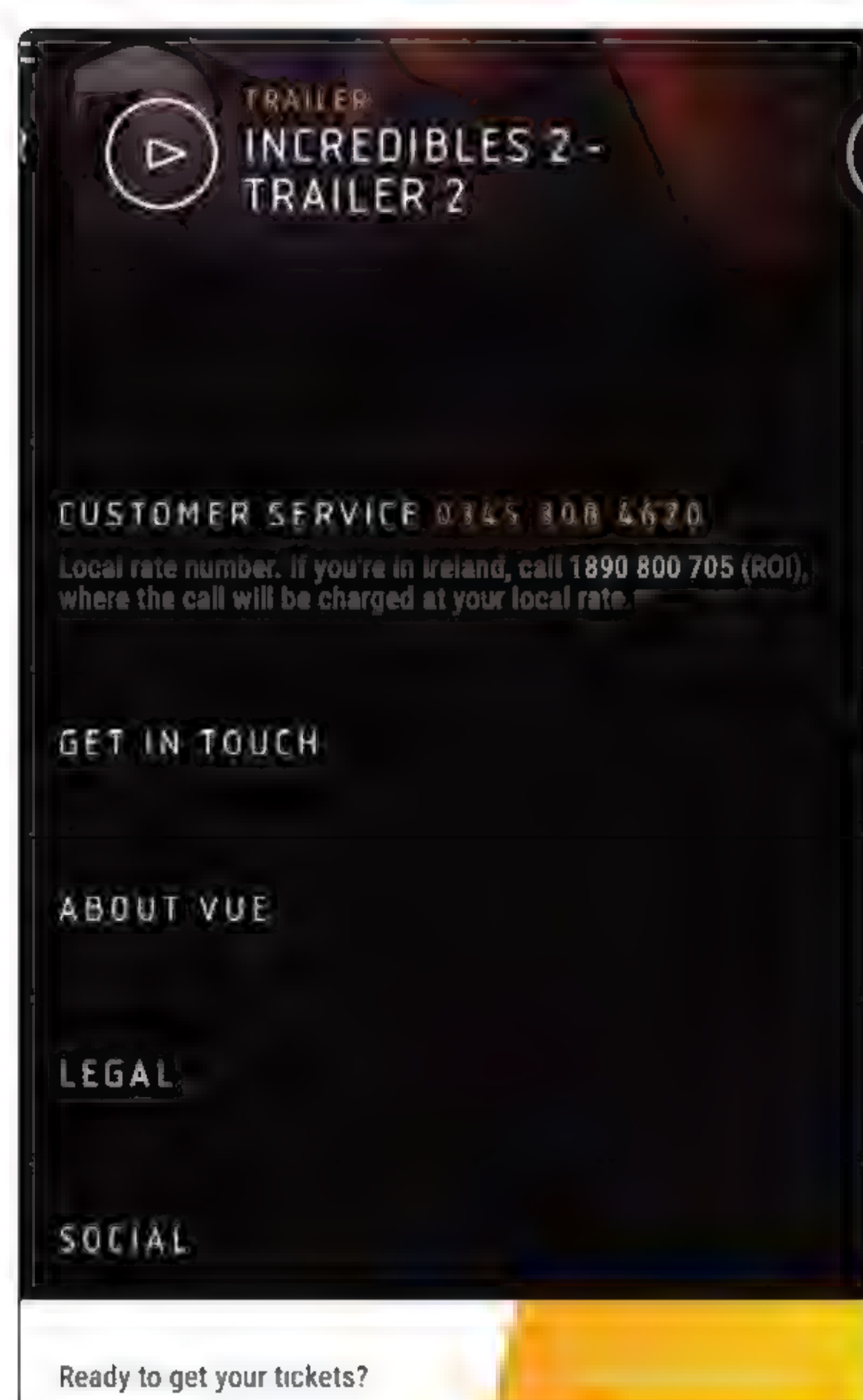


2 Should a second caller ring when you're on a call, you have an option called Send to Voicemail, which cuts off the second caller but lets them leave a voice message.

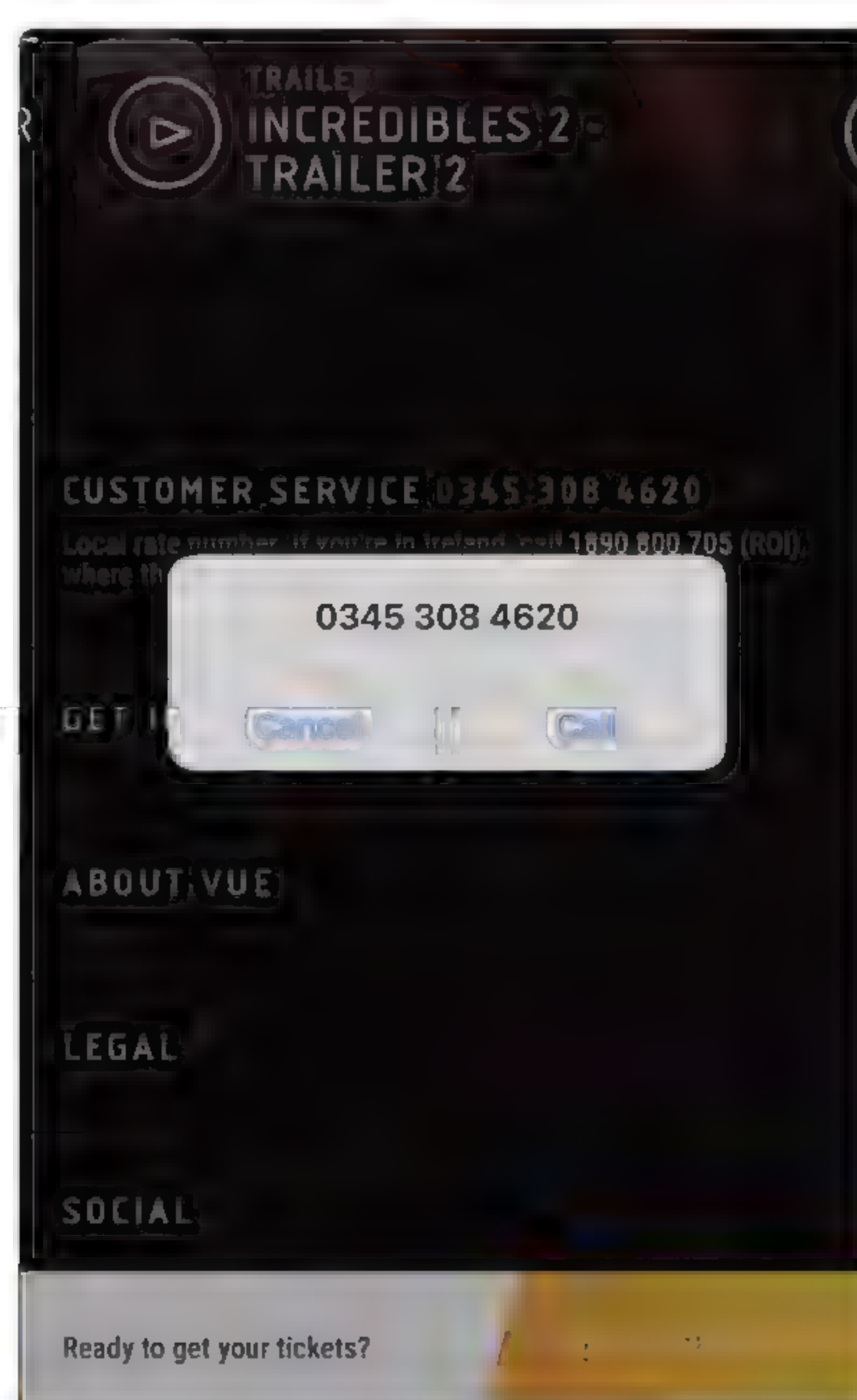


3 By selecting the Hold & Accept option, you place the original caller on hold, allowing you to answer the second call before returning to the first one by tapping swap.

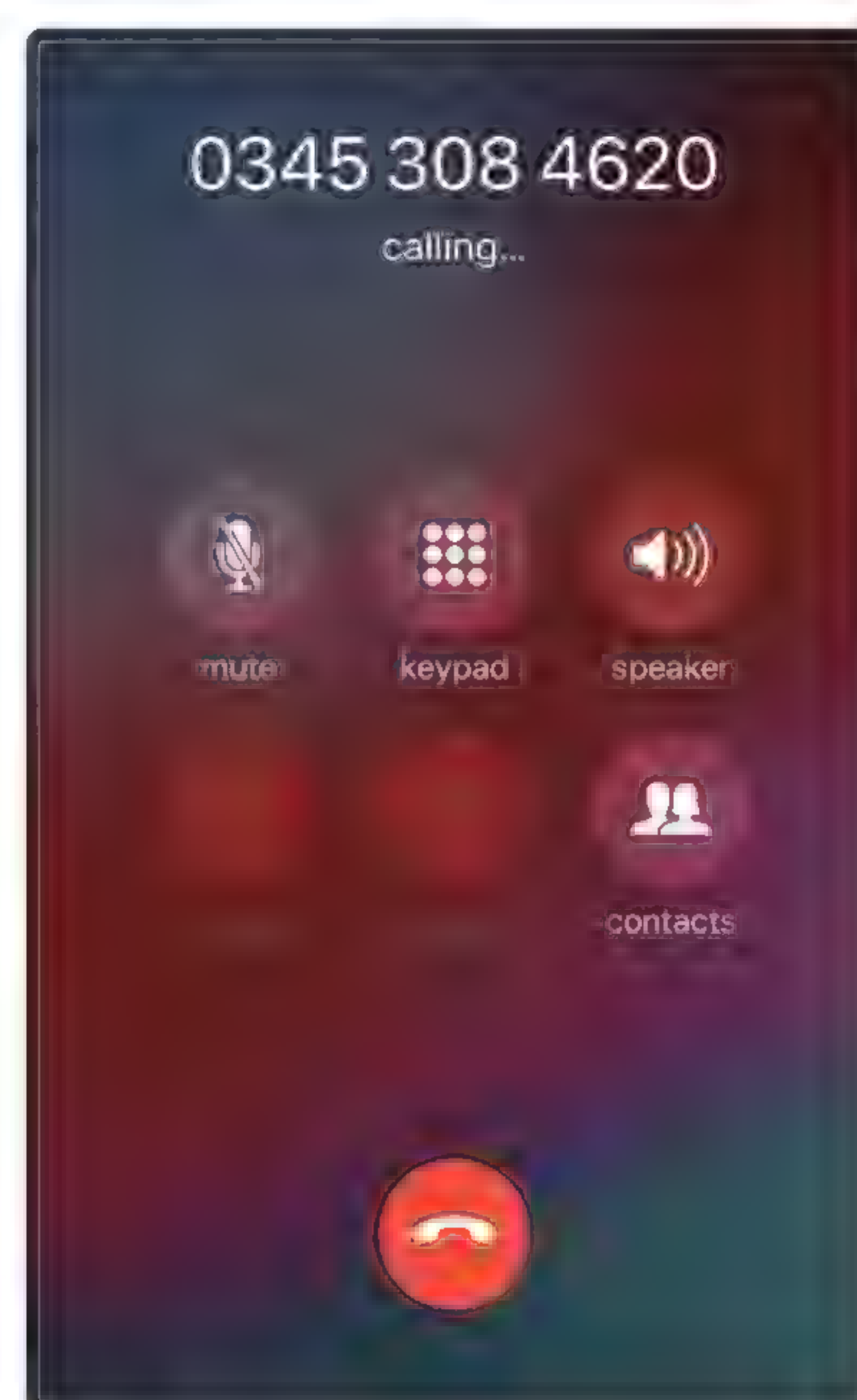
Dialling a number from a secondary source



1 If you find a telephone number on a web page in Safari, the number is in a button. Tap on it to place the call.



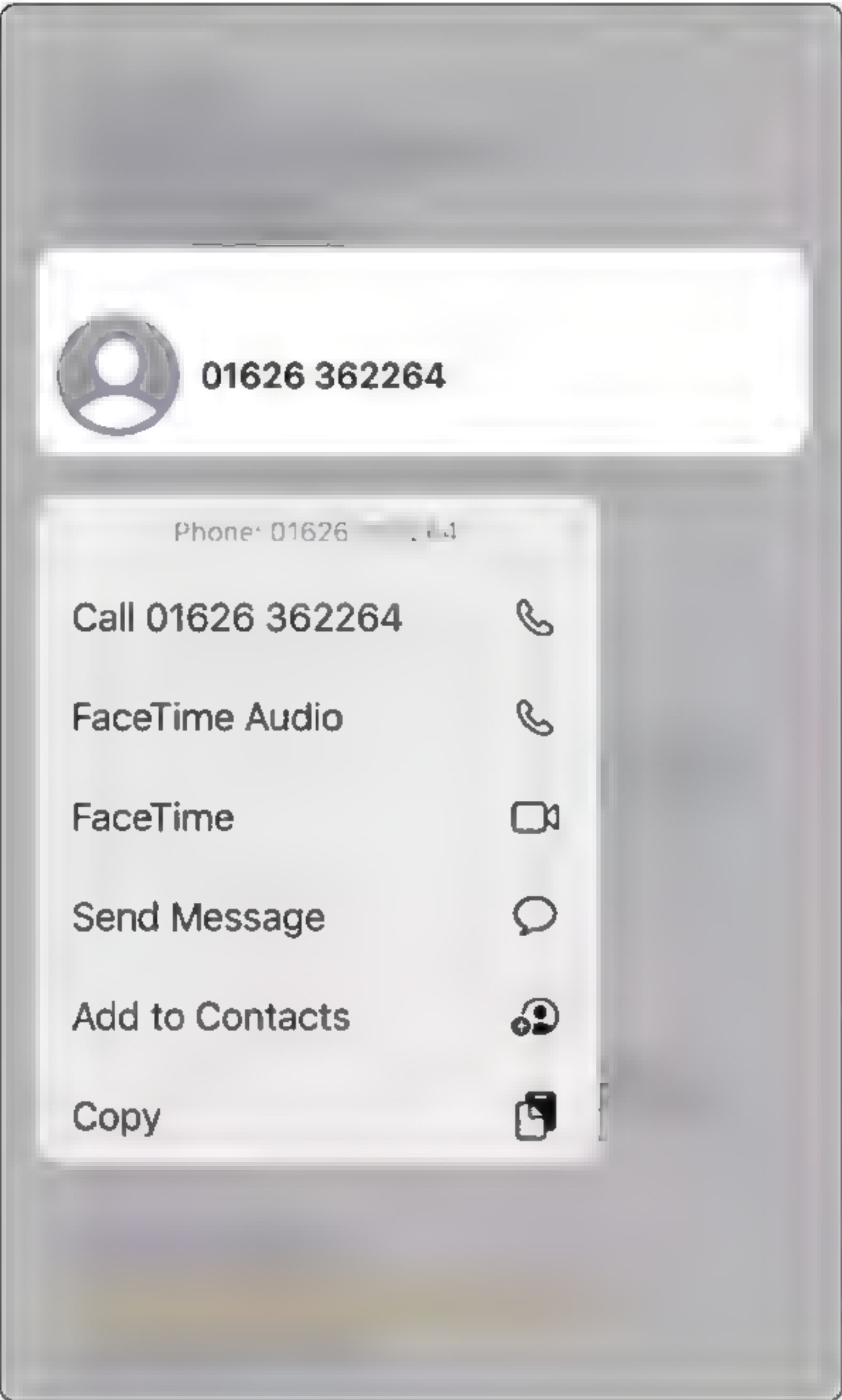
2 You'll see a confirmation request. Tap Call to ring the desired number without having to use the number pad.



3 The call is placed, just as it would be if you'd typed it yourself or tapped a number found in your Contacts app.



Placing calls from a message or note



1 If you have a message, email, note, or document containing a phone number, you can place a call to it by tapping the highlighted, underlined number then tapping Call.

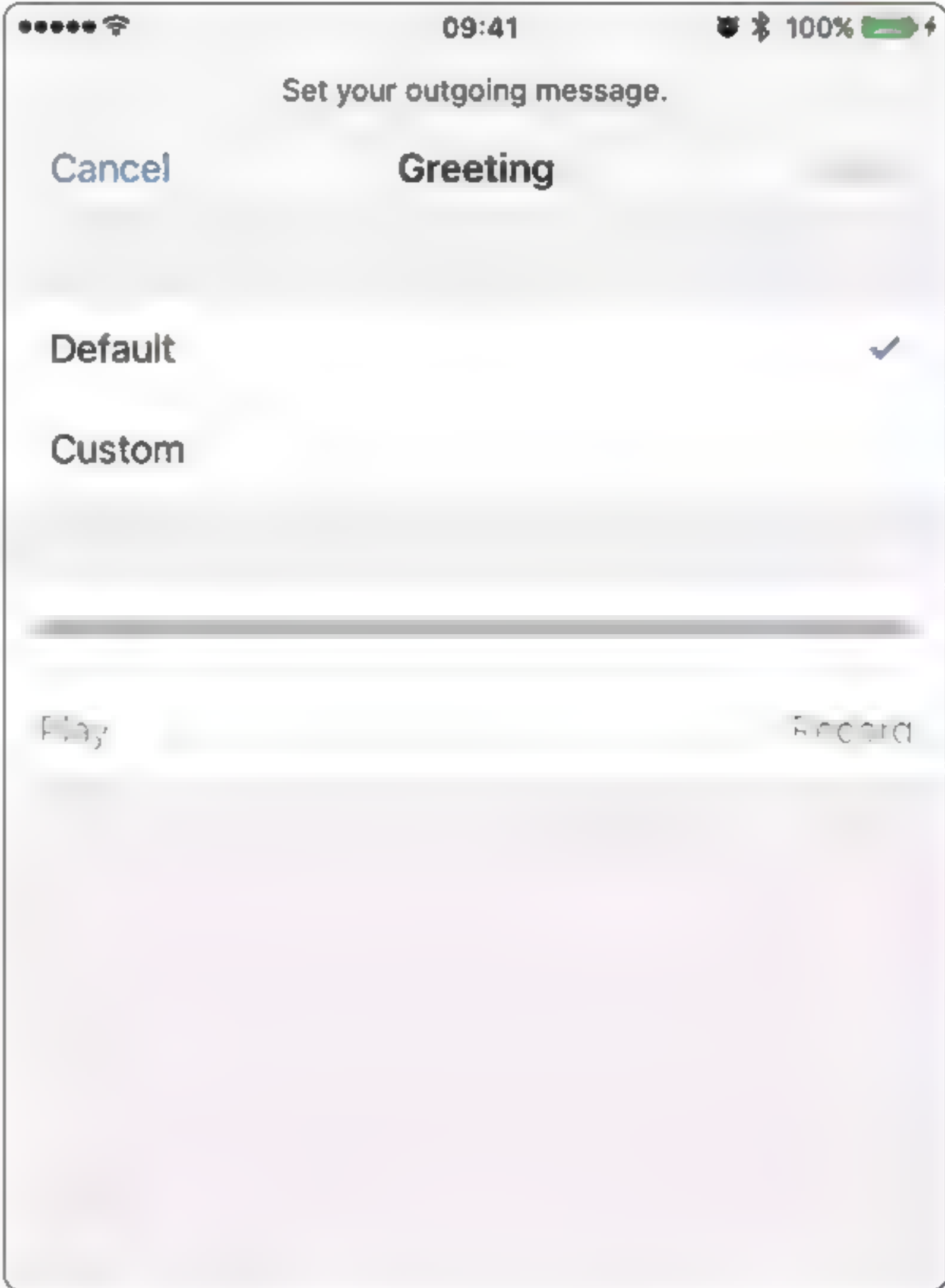


2 You will now place the call in the same manner as you have done previously. Please note that you receive no confirmation warning when you're using this method of calling.

Setting up and using your voicemail

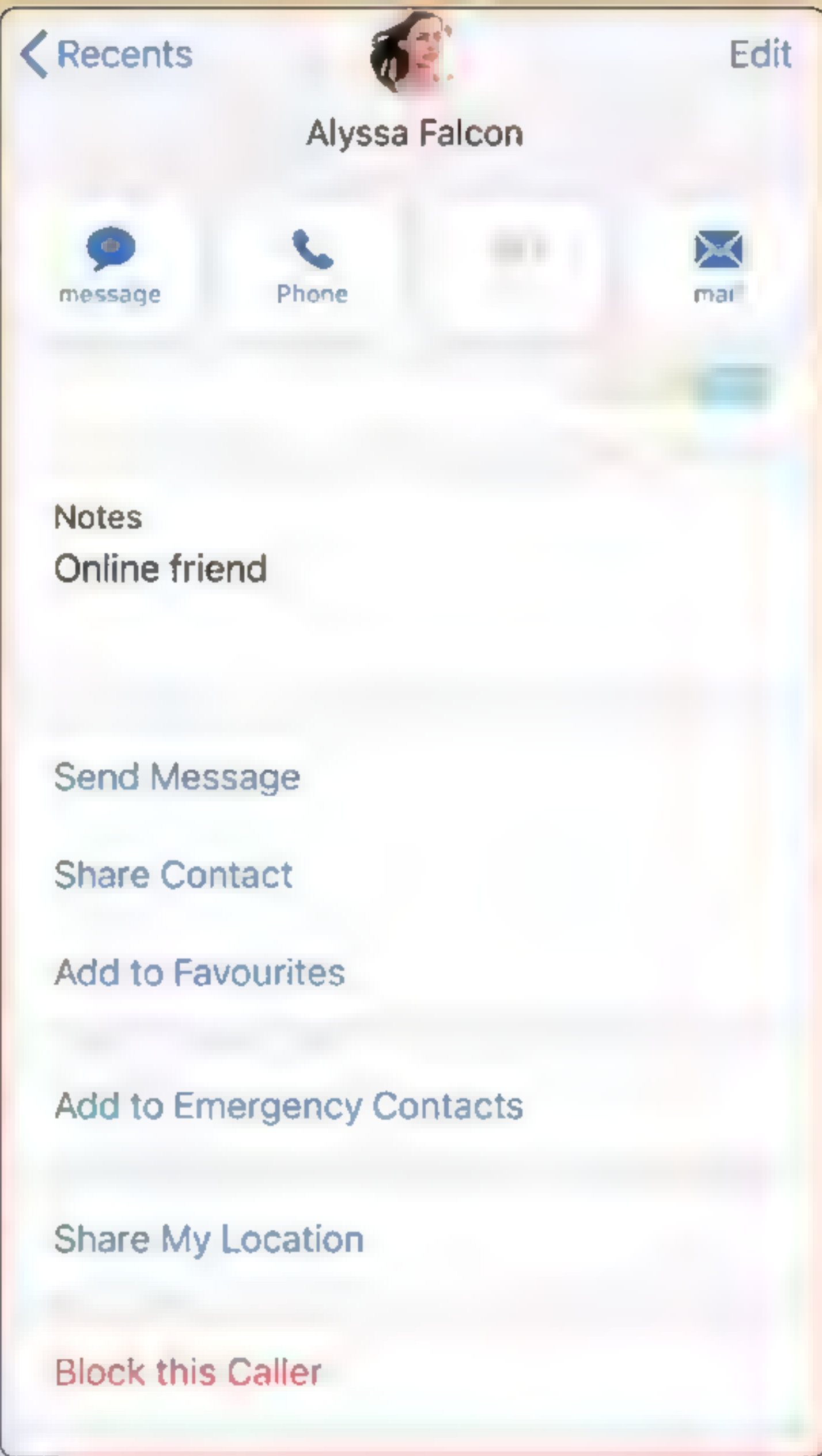


1 To listen to your Voicemail messages, tap the Phone app and click Voicemail at the bottom of the screen, then tap Call Voicemail. A call is made to your voicemail service.

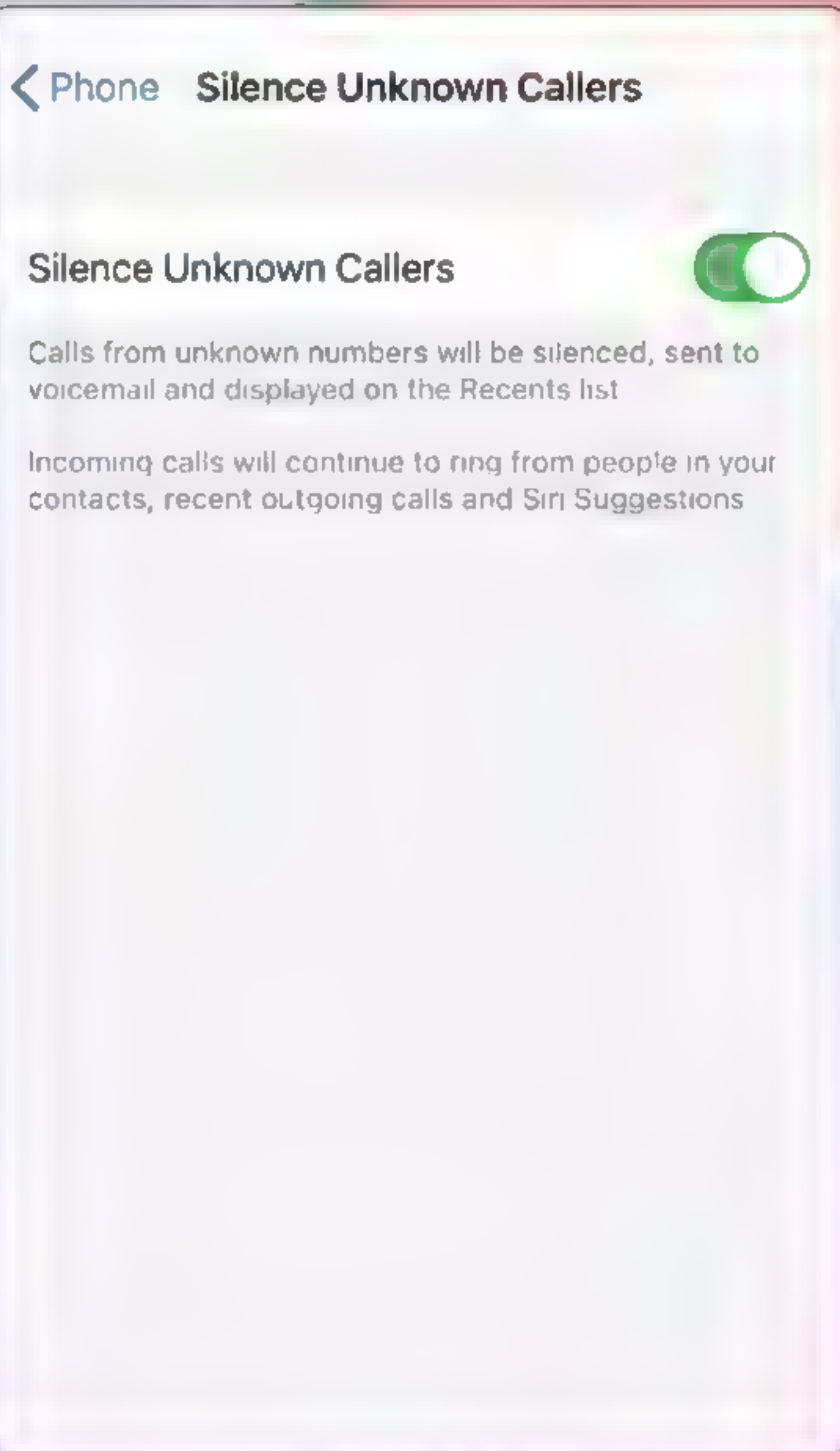


2 To customise your message, tap the Voicemail button. If there's a Greeting link on the next screen, follow it. If not, listen to your voice mails and follow the recorded instructions.

Blocking callers.



To block a number that's called your iPhone, in the Phone app, tap Recents and then tap the 'i' next to the caller you wish to block. Now tap Block this Caller, at the bottom of the screen.



Unknown callers, who aren't in your Contacts and with which you haven't previously interacted, can be sent straight to Voicemail. Go to Settings > Phone > Silence Unknown Callers and turn it on.

14

Touchscreen Gestures

The touchscreen is at the heart of the way you use your iPhone and there is more to its capacitive, multi-touch screen than you might at first think.

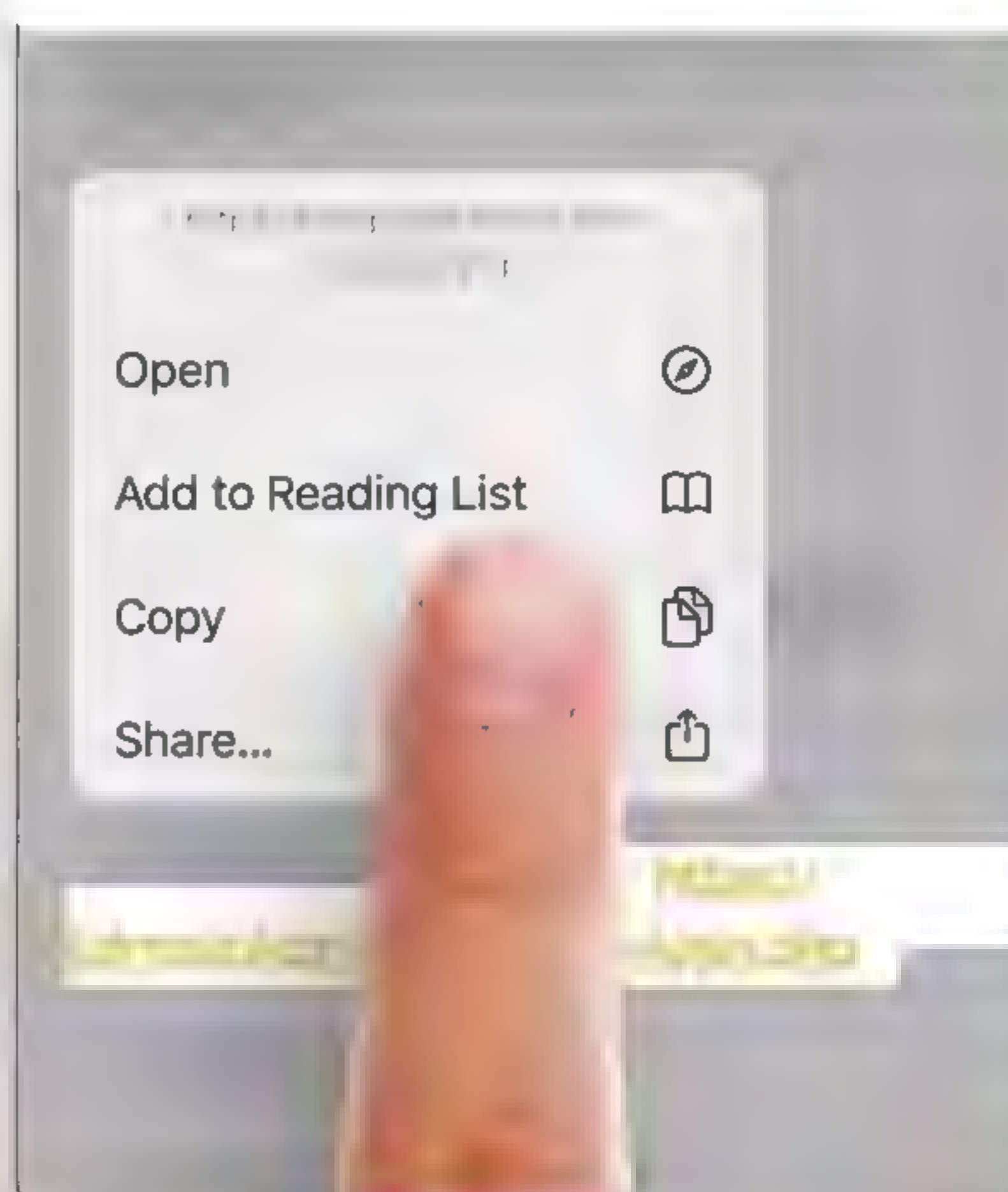
Touch

The iPhone has a capacitive touchscreen, which means it's sensitive to the tiny electrical charges in our bodies. You only have to tap the screen, not press down hard. To activate items on the screen such as applications and settings icons, type using the on-screen keyboard or to press on-screen buttons, you simply touch them with your finger.



Touch and hold

You touch and hold an item on the screen by touching it and not lifting your finger until an action occurs. The action in question depends on where you're using the gesture. For example, if you touch and hold a web link, you're presented with a menu giving you the chance to open it in Safari, add it to your Reading List, copy it or share it.



Drag

You can customise your iPhone's Home screen. To drag items around the screen and reorder them, hold an icon and in the pop-up menu, tap Edit Home Screen. You can then put your finger on an app icon and, without lifting your finger, slide it across the screen until you reach the required position. Lift your finger and the item drops into that location, moving the other icons out of the way.

Swipe Up for Home Screen

On older iPhones, you can get to the Home screen by pressing the Home button. As newer iPhones don't have a Home button, a new gesture is required. Simply swipe all the way up from the bottom of the screen and the Home page is revealed.



Swipe or scroll

Menus or web pages often require you to scroll. To do this, drag your finger across the screen in the direction you wish to move. For example, the main Photos app lets you slide the screen left to right to scroll through your pics, and in Safari, you can drag a web page up and down to see off-screen portions of the site.

Double-tap

There are several places where a double-tap is used. Tap twice quickly on a web page, map or other screen to zoom in. You can double-tap a section of a web page in the browser to zoom it to fit the width of the screen. Double-tapping after pinching to zoom in some applications, such as the browser, reflows a column of text to fit the width of the screen.

Pinch and spread

In some applications (such as Maps, Safari and Photos), you can zoom in and out by placing two fingers on the screen at once and pinching them together (to zoom out) or spreading them apart (to zoom in). This also works in the Camera app. Just use the gesture in the viewing area when you're ready to take a photo, to give an optical zoom effect.



Swipe for the App Switcher

Previously achieved with a double-tap on the Home button, to get to the App Switcher, swipe up from the bottom of the screen and when your finger is halfway up, hold it steady until the apps arrive. You can then lift your finger.



Quitting apps

Whichever iPhone you own, to quit an app from the App Switcher screen, drag its preview window off the top of the screen. To dismiss the App Switcher, tap a preview to go to that app or anywhere other than the preview screens to go to the Home screen.

Switch between apps

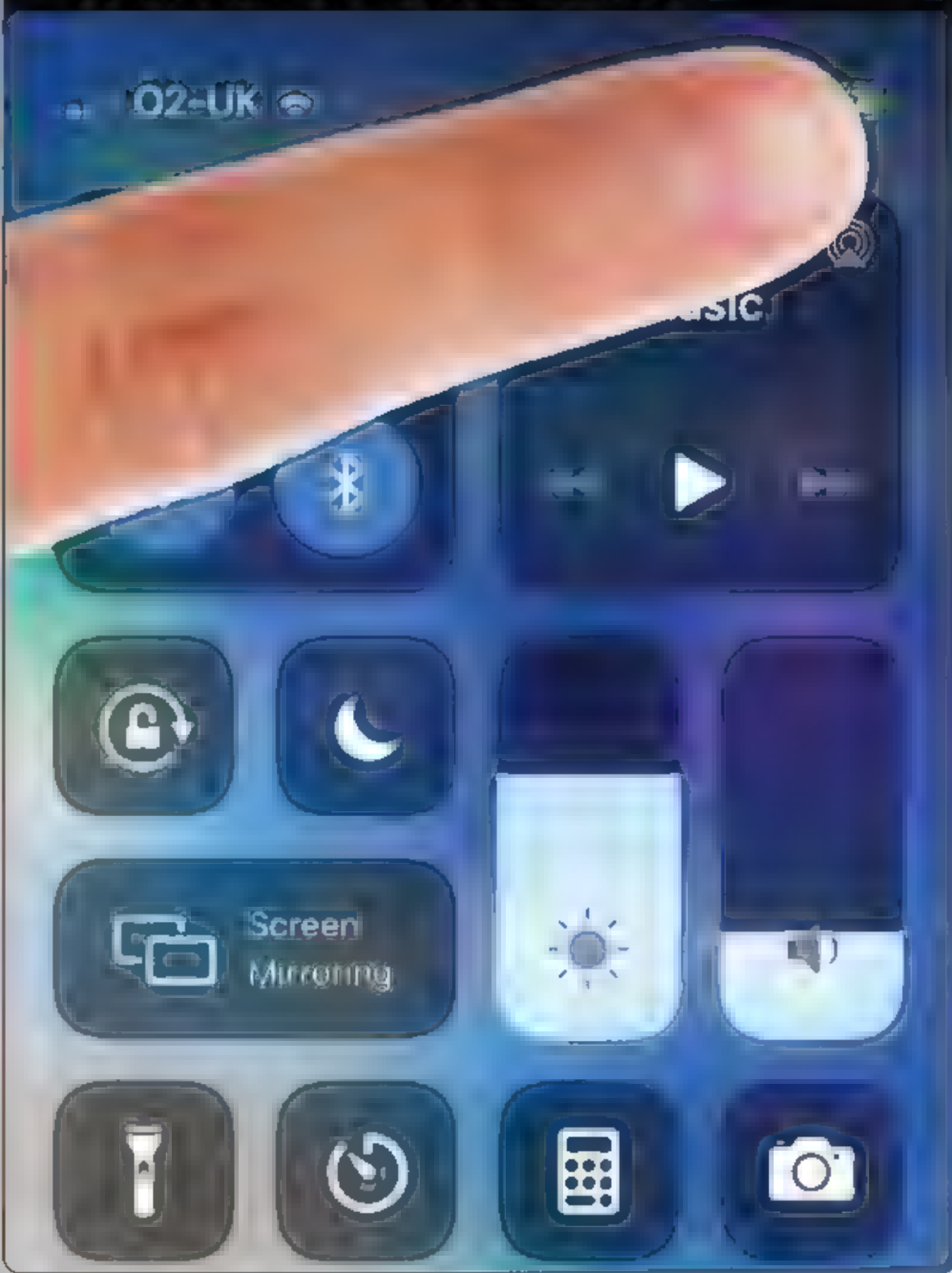
A neat trick on the iPhone is switching between open apps without going to the App Switcher. Swipe your finger right or left along the foot of the screen to cycle through your apps, arranged in the order they were launched.

Stop apps from wiggling

Like before, you tap and hold an app on the Home screen to start them wiggling, at which point they can be moved or deleted; but instead of pressing the Home button to return to regular use, you now tap the Done link in the top right corner.

Access Control Centre

With a Home button, open Control Centre by swiping up from foot of the screen and close it by tapping the chevron at the top. With no Home button, swipe in from top right corner and dismiss by tapping anywhere other than on Control Centre.



Select a block of text

Another way to select a block of text is to double-tap and hold a word at the start or end of the block you wish to select and then drag your finger over the words you wish to highlight. When you've selected it, lift your finger to finish; the text you want is highlighted.

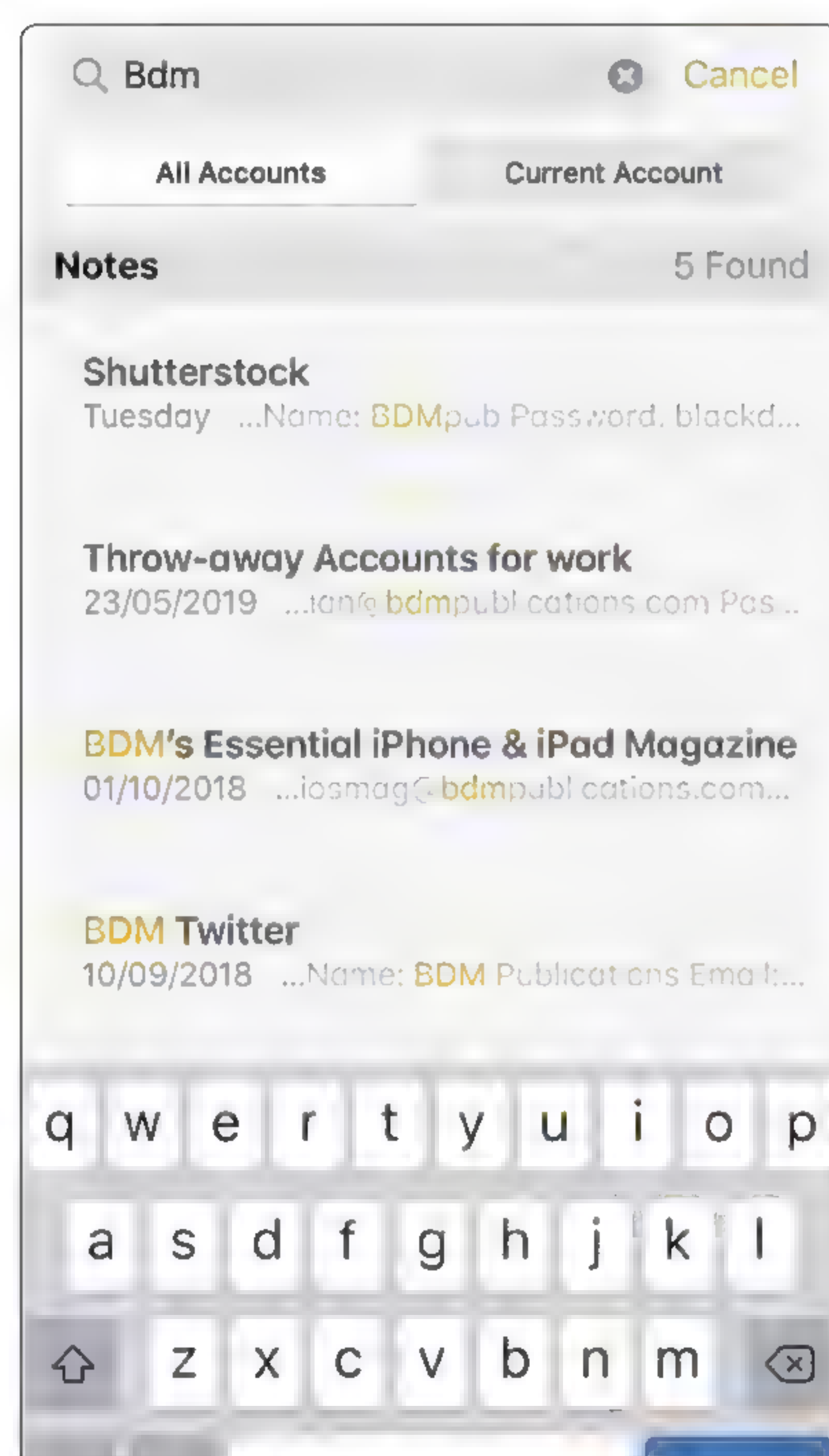
Box 2

- Tea bags, 240, x1
- BBQ Beef noodles, x4
- Vegetable soup, x4
- Tomato soup, x4
- Rice pudding, x3

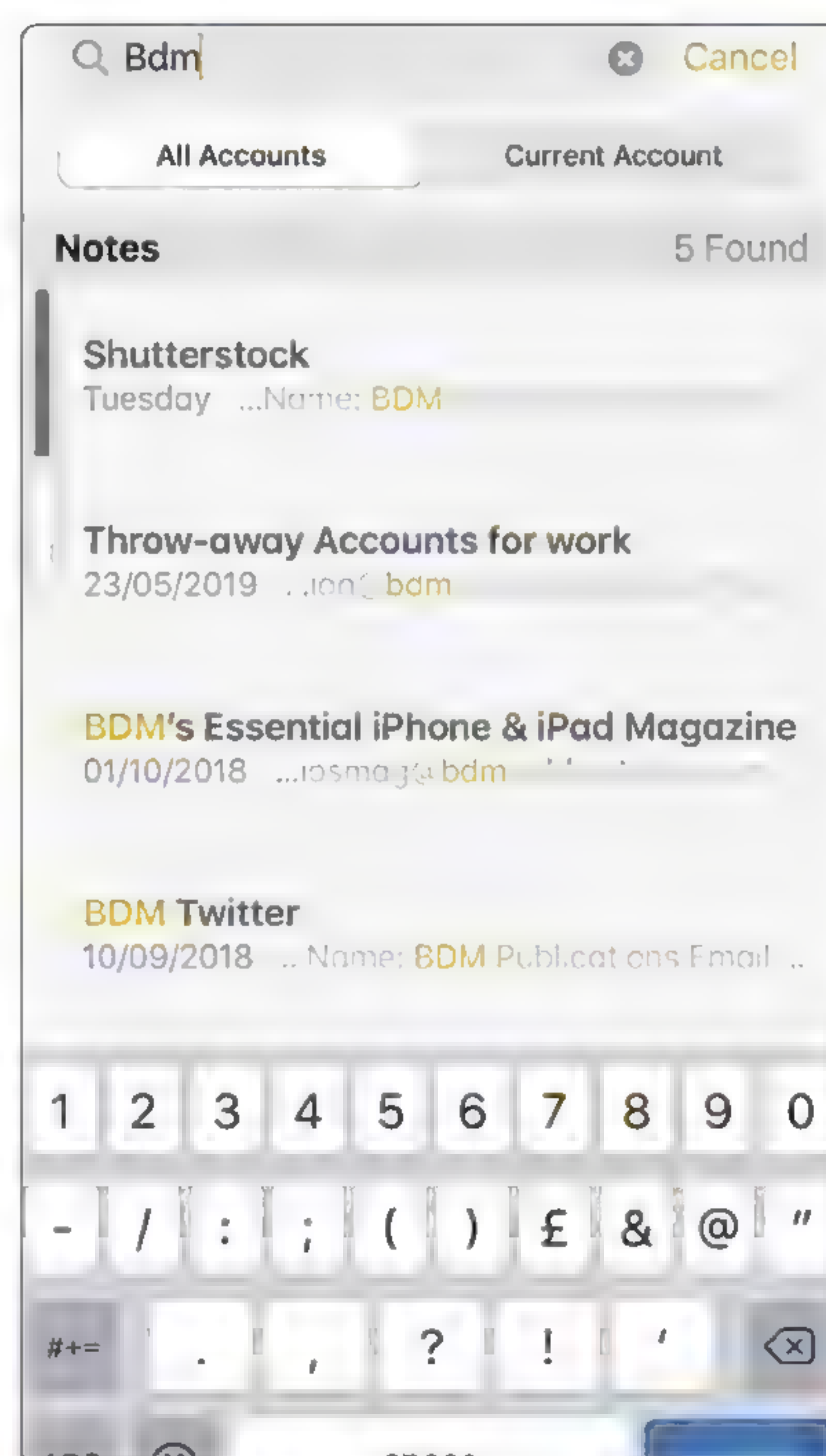


The Keyboard On-screen Typing

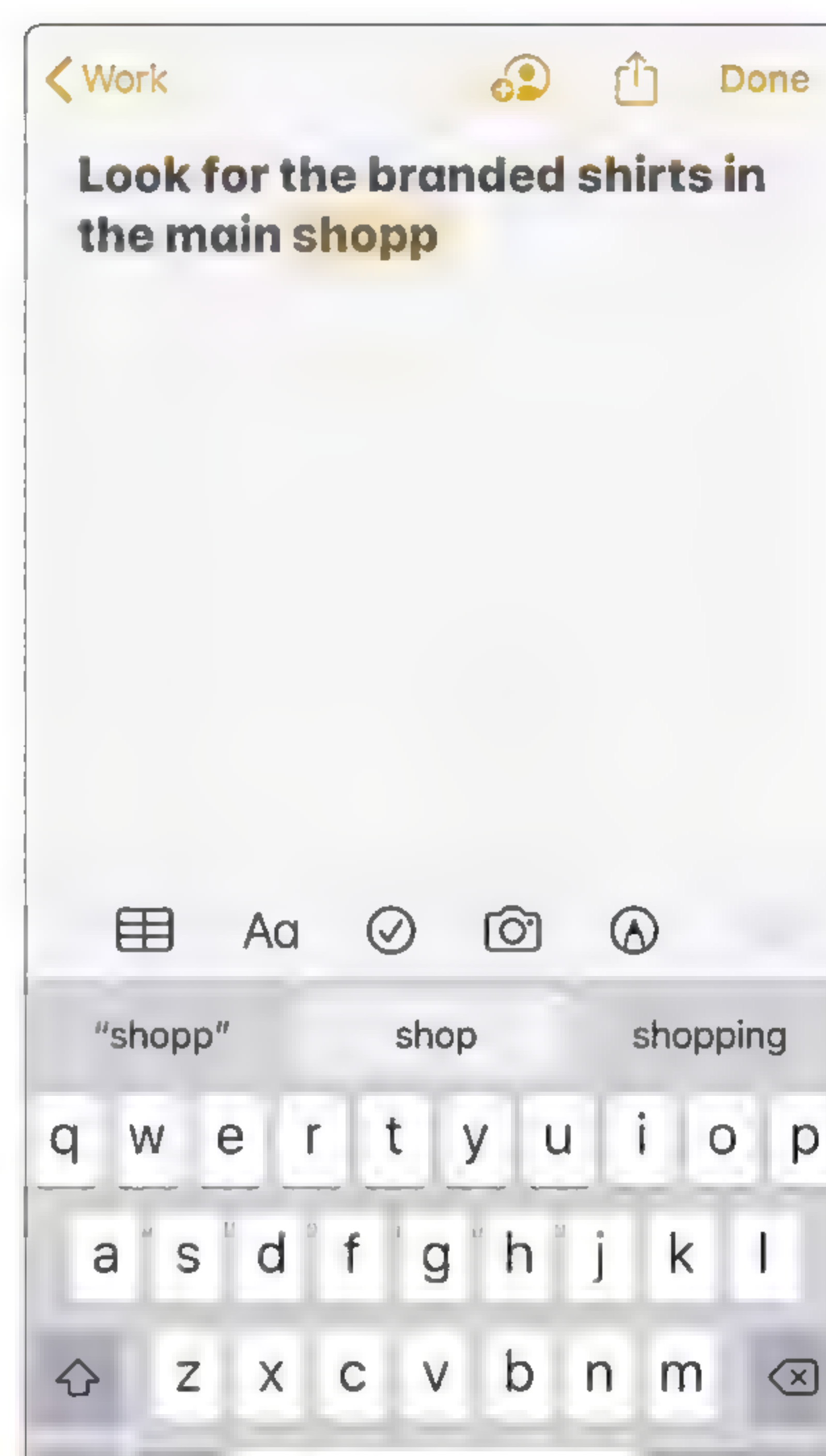
When it comes to using your iPhone, the keyboard is second only in importance to the touchscreen. If you familiarise yourself with the iPhone's virtual keyboard features, you can get so much more out of your Apple smartphone. This guide teaches you how to use the virtual keyboard, and its features such as voice input and additional languages.



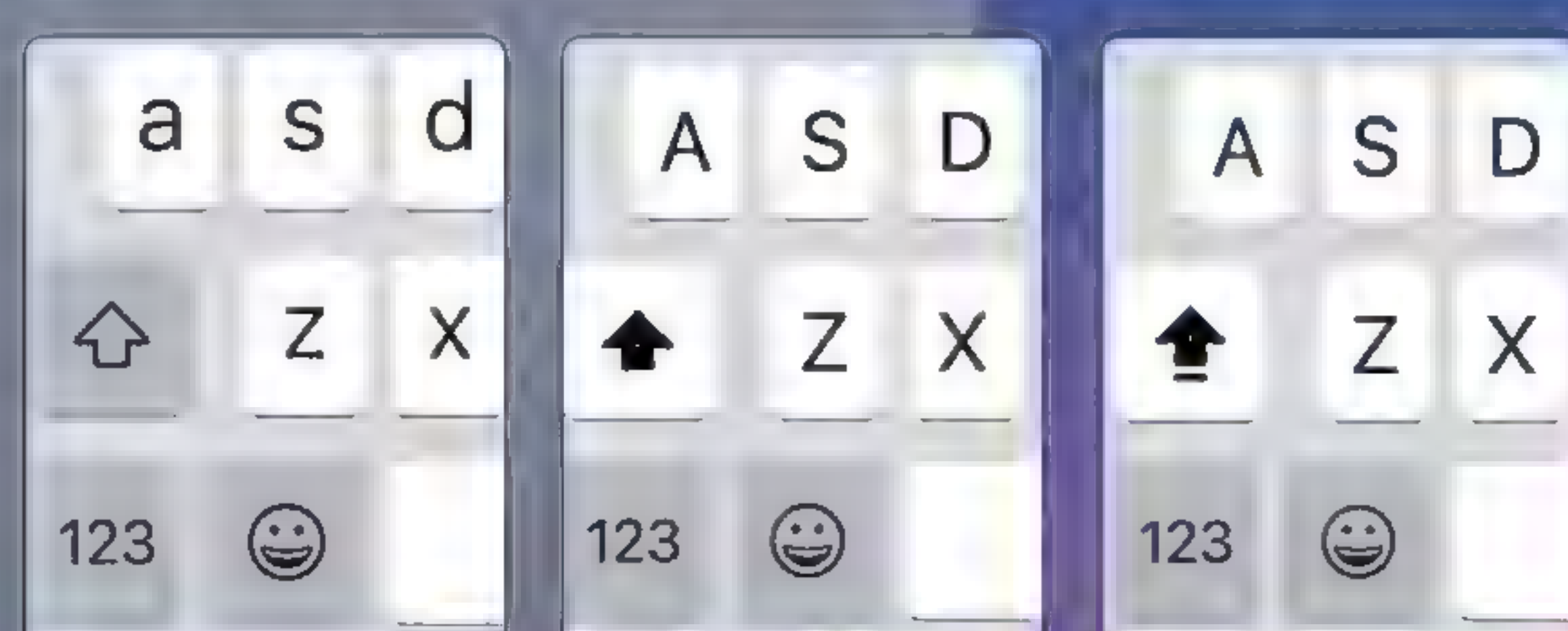
1 Once you've opened the keyboard, you can enter text by simply tapping on the keys as you would on any similar typing device. It's really easy and intuitive to use.



2 To add digits and punctuation to your text, just tap the 123 key located on the lower-left side of the keyboard. An additional tap on the key above brings up more symbols.

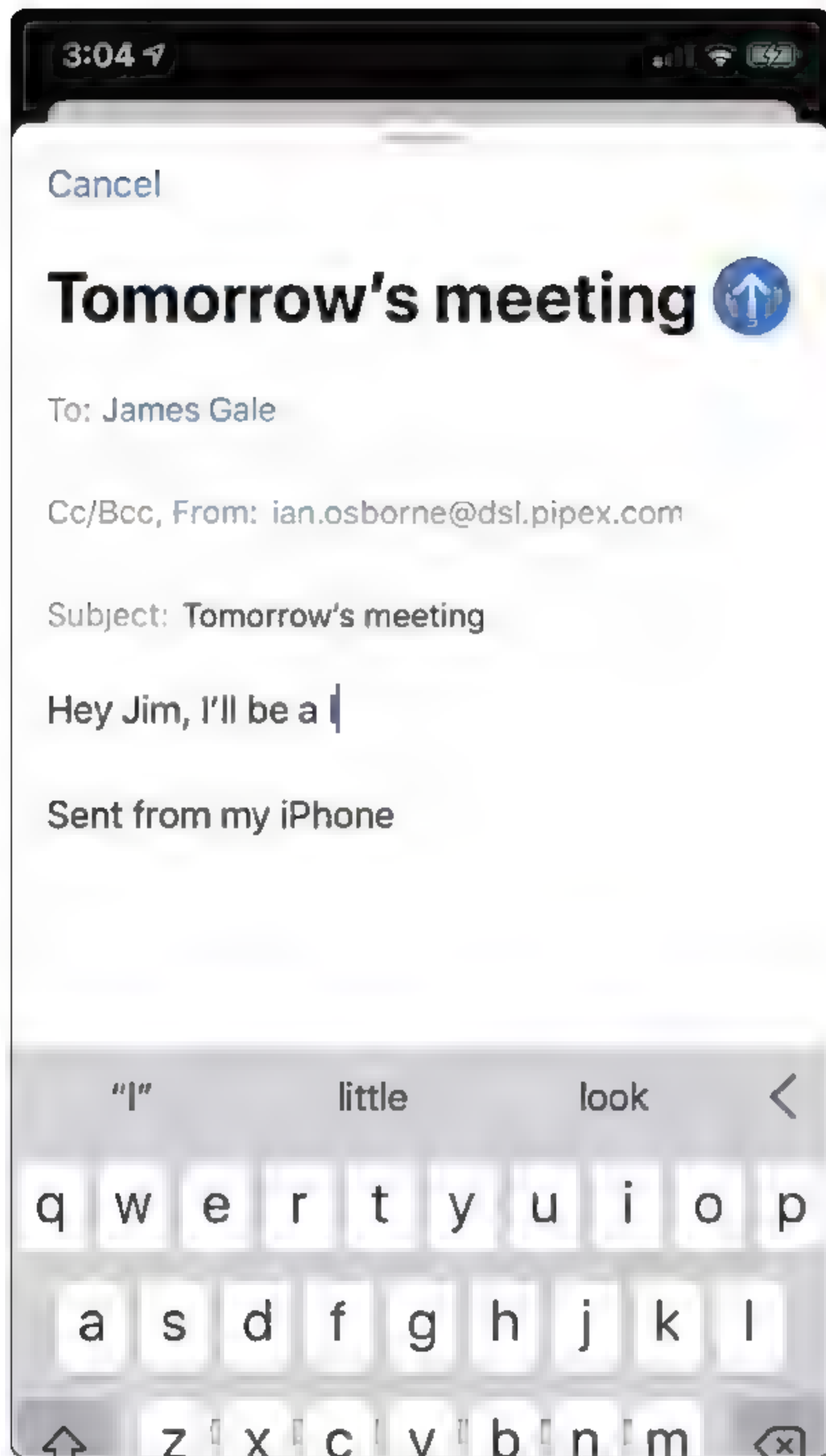
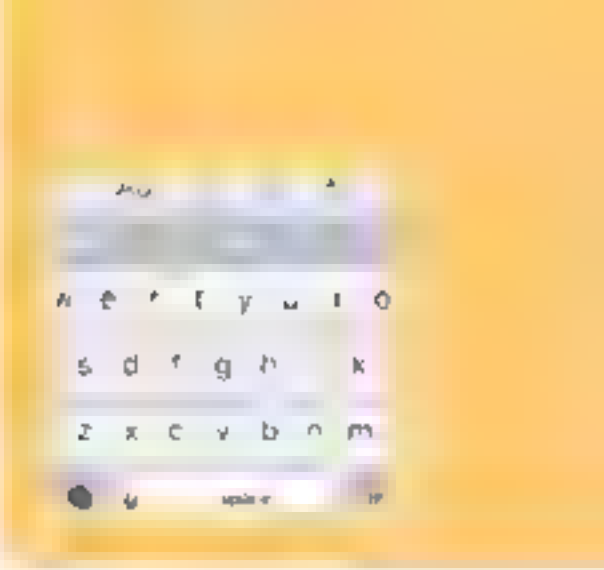


3 When you start to type a word, the iPhone tries to complete it for you and displays its predictions in a bar above the keyboard. Tap one of the suggestions to finish the word.

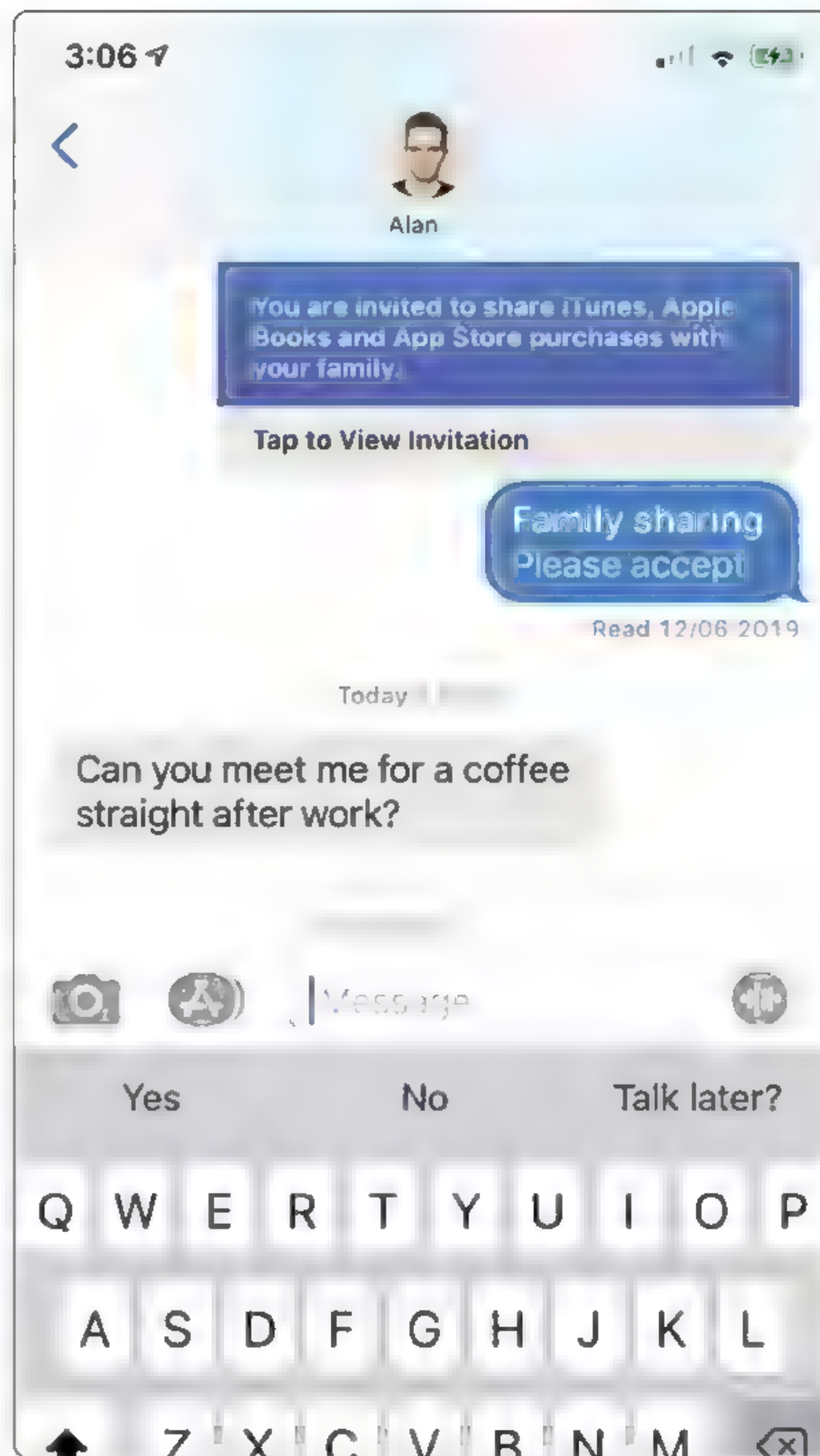


Shift key options.

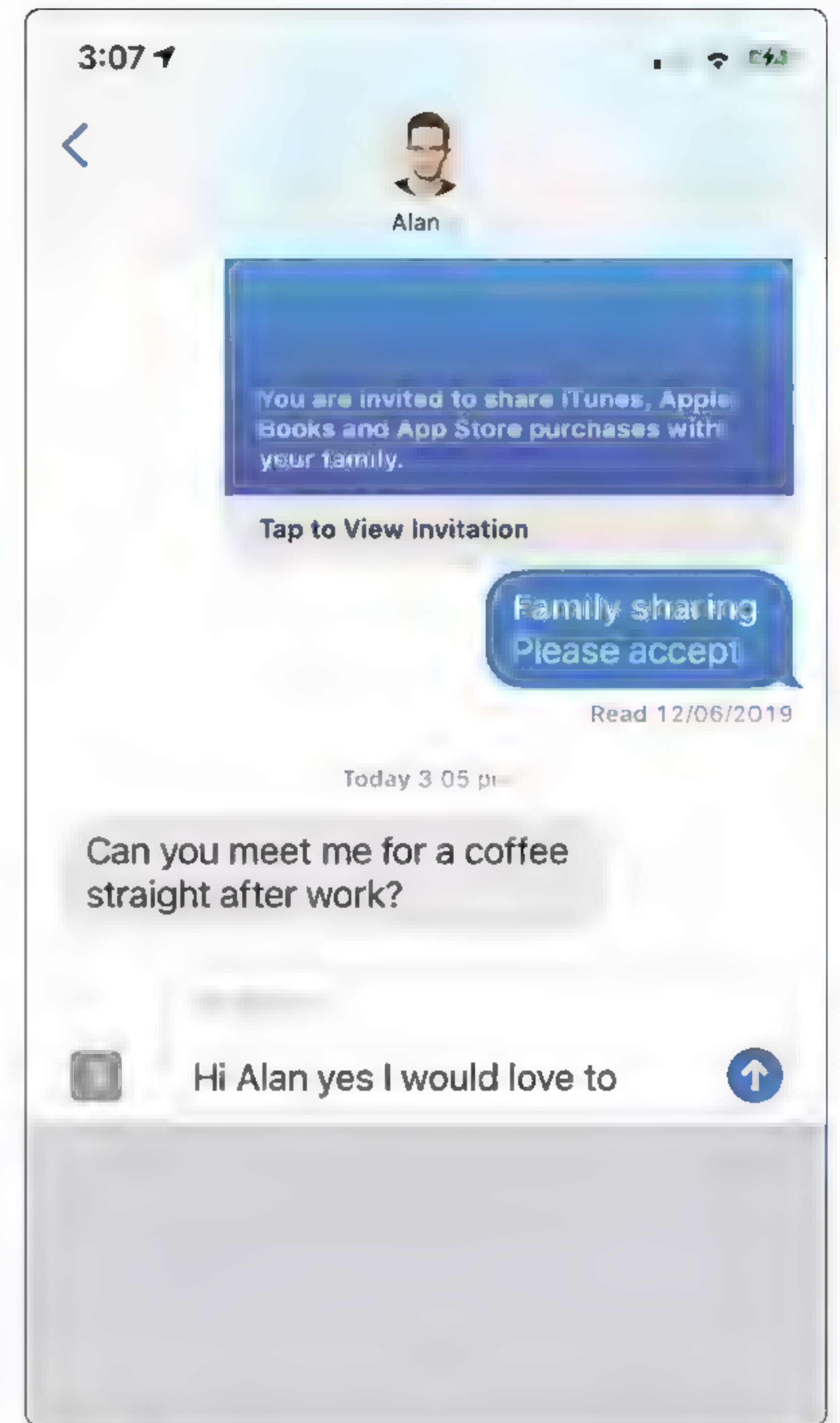
Tap the Shift key to switch to capital letters for the next key press only. Double-tap to lock it in caps mode, like a caps lock on a manual typewriter. In caps mode, tap the Shift key once to return to normal typing. The Shift key's graphic changes depending on whether it's in regular, caps-next or caps-lock mode.



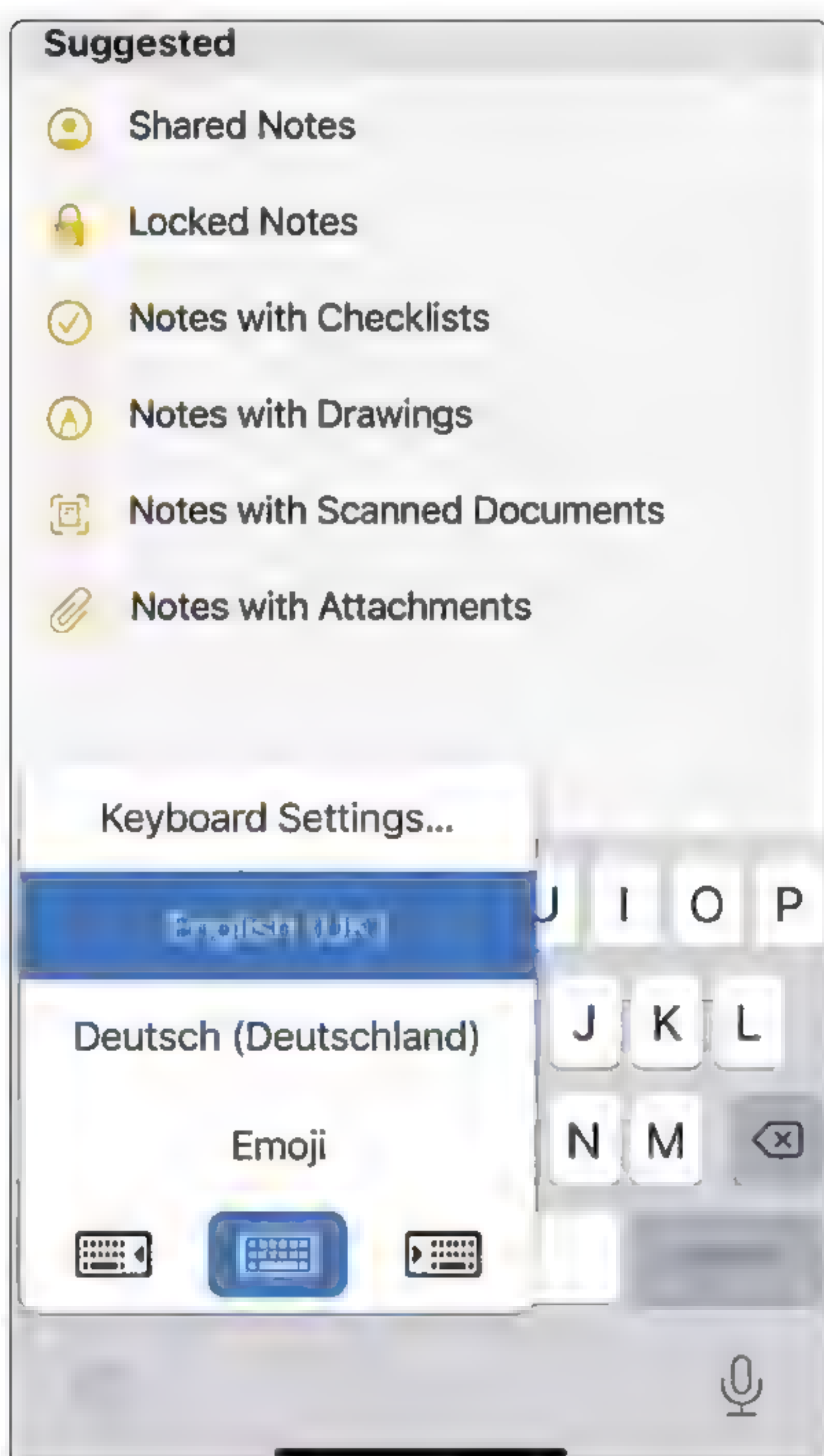
4 When sending messages or emails, predictive text learns your choice of language and suggests the correct word for the tone of what it is you're writing. Tap on the word to use it.



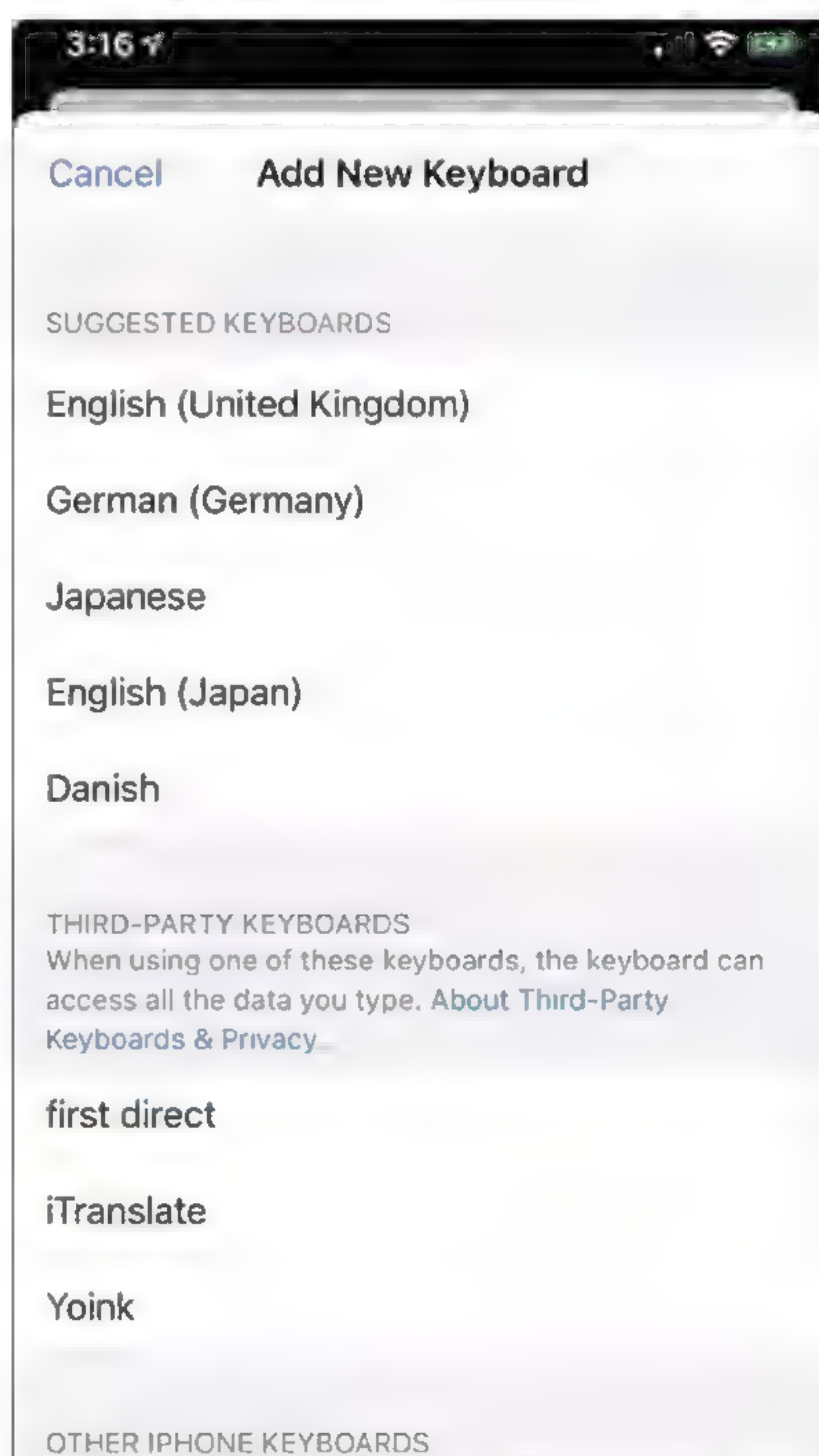
5 This predictive text feature also recognises if you are replying to a question that can be answered "Yes" or "No". As before, simply tap to select the answer that suits your reply.



6 Notice the Microphone icon on or under the keyboard. This is the Voice Dictation key. Tap this and simply speak the text you wish to enter; it appears on-screen in real-time.

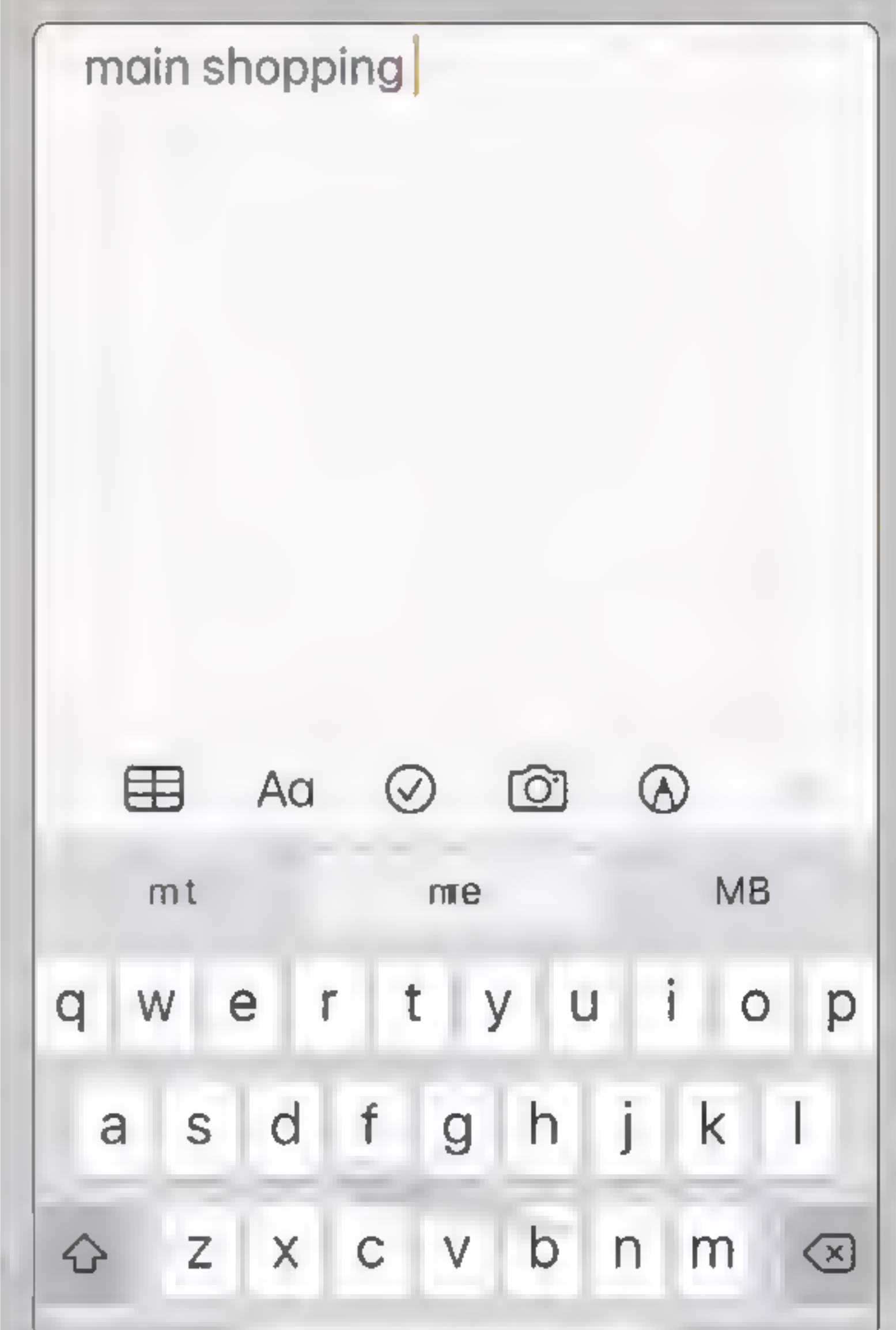


7 Additional keyboards can be accessed by tapping and holding the Globe icon and selecting an option. You can (de)activate predictive text from the Keyboard Settings link.



8 To add third-party keyboards, download the Keyboard app from the App Store. From Settings, go to: General > Keyboard > Keyboards > Add New Keyboard and select the app.

Swipe Keyboard.



A new feature is the Swipe keyboard. Instead of tapping each key individually, you can drag your finger from letter to letter, without lifting it, until you get to the end of a word.



Control Centre For Easy Access

To access the Control Centre, swipe down from the top right corner, or if you have an older iPhone model, swipe up from the bottom of the screen. The iOS 14 Control Centre has some great features, which we look at here.

Control Centre in Focus

1 In this box, you can turn on and off (clockwise, from top left) Airplane Mode, Mobile Data, Bluetooth and Wi-Fi. If you have 3D Touch, deep press the main box for more options.

2 This box shows what you're currently listening to. Here we're listening to the radio, so we can play/pause and skip forward or backward ten seconds. Deep press for more options, including volume control and external speakers.

3 Tap here to lock the screen in its current orientation, so it doesn't switch between landscape and portrait mode when you turn the iPhone. Tap it again to switch off the screen orientation lock.

4 Tap here to activate and deactivate the Do Not Disturb mode.

5 This is the brightness control. Run your finger up and down it to raise or lower the brightness, or deep press for a bigger version of the slider and instant access to Night Shift Mode.



6 Your iPhone's volume control. Run your finger up and down the slider to adjust the sound. Do a deep press to open a bigger version of the volume control slider.

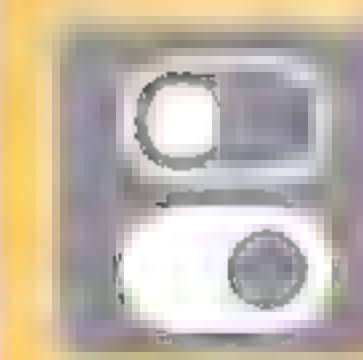
7 To mirror your screen, maybe to your Apple TV, tap here and select the target from the window.

8 Tap here to use the LED on the back of your iPhone as a torch. Deep press for a slider that lets you adjust the light's brightness.

9 Tap here to open the Clock app and go straight to its Timer feature. Deep press for access to an instant timer.

10 Tap this to access the Camera app. Deep press it to access photography options within the Camera app, such as selfies, video recording and the Slo-Mo function.

11 This icon gives quick access to the iPhone's NFC (Near-Field Communication) Tag Reader. Tap it and hold your phone near the NFC tag and it's read.



Deep press icons

If you tap and hold a Control Centre icon, it usually gives access to further functions. For example, the Camera icon provides the window shown here, and gives you instant access to selfies, video recording, and portrait photography.



The music controls

Just like before, the Music controls show you the currently playing song, including album art. You can skip forwards and backwards or play/pause from the Control Centre icon but a long press gives access to more comprehensive controls.

Access Bluetooth & Wi-Fi.



In Control Centre, tap and hold the top left box to open the larger window, then tap and hold the Wi-Fi or Bluetooth icon to switch between networks or BT devices. You can also access their Settings screens from these windows.



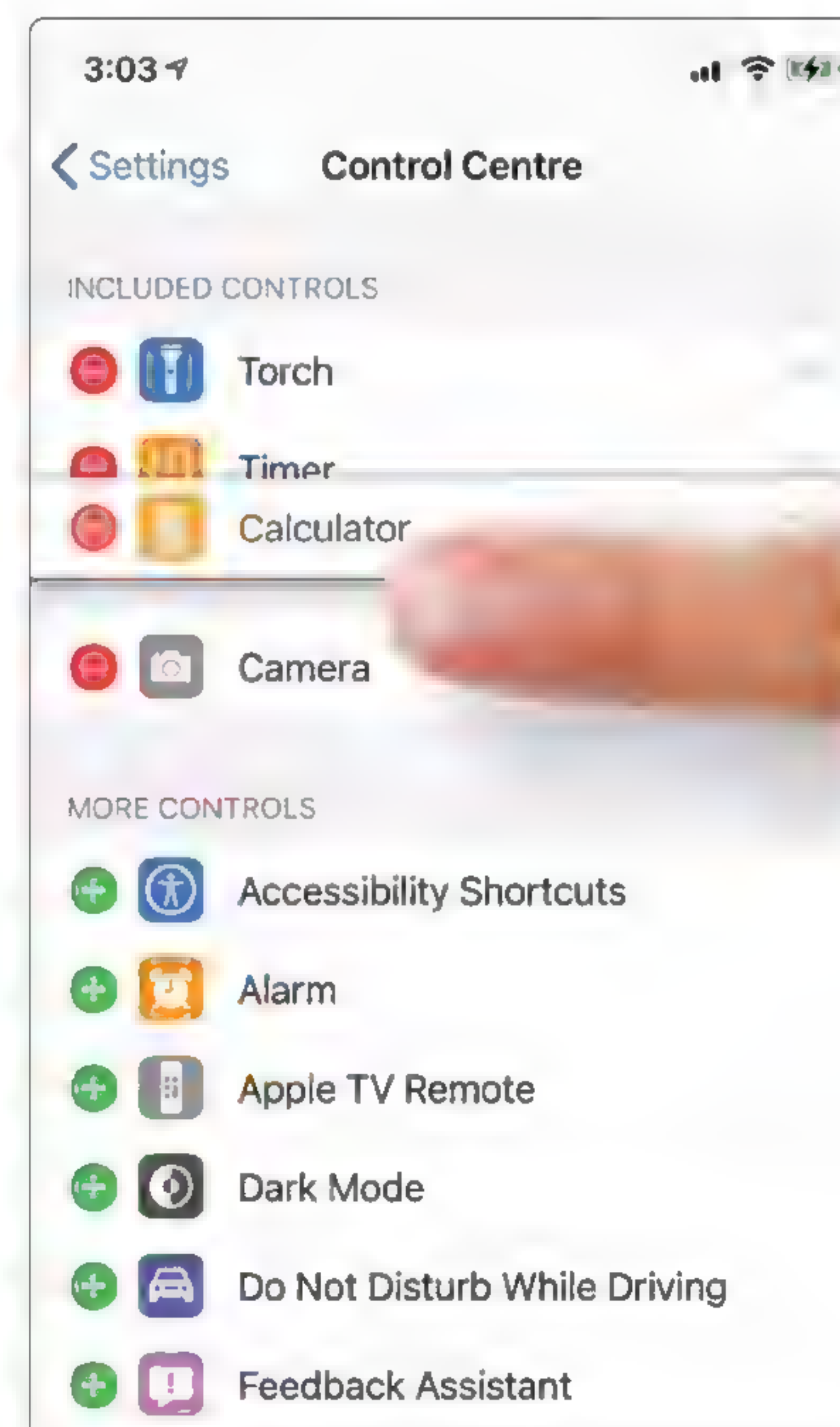
Night Shift mode

Tap and hold the brightness slider to access a larger version, and also three icons underneath. These are: (left to right) toggle between Light and Dark Mode, Night Shift (to reduce blue light) and toggle True Tone screen.



Airplane mode

The iPhone's Airplane Mode switches off its Wi-Fi and Bluetooth connections, as required by some airlines. It's also useful even if you're not flying: for example, if your battery is low and you're reading an iBook, Airplane Mode can save power.



Customisation

Go to Settings > Control Centre and you can delete Control Centre icons you never use and add others, if you wish, using the '+' and '-' icons. You can also reorder the controls by tapping and holding their three-line icons and dragging.



Settings Explained

The Settings app shouldn't be a mystery. In a nutshell, it's where you go to change the preferences of an app or a feature of your iPhone. There's a Settings page for most apps, whether bundled or added by yourself.

If there's something you need to change in one of your apps, such as the preferred language, whether Siri can learn from it or if it can send you notifications, you go to the Settings app. You can also customise the iPhone's key features such as the phone, Screen Time and Control Centre too and if you didn't set up Siri, Wallet and more during your initial iPhone setup, it's Settings to where

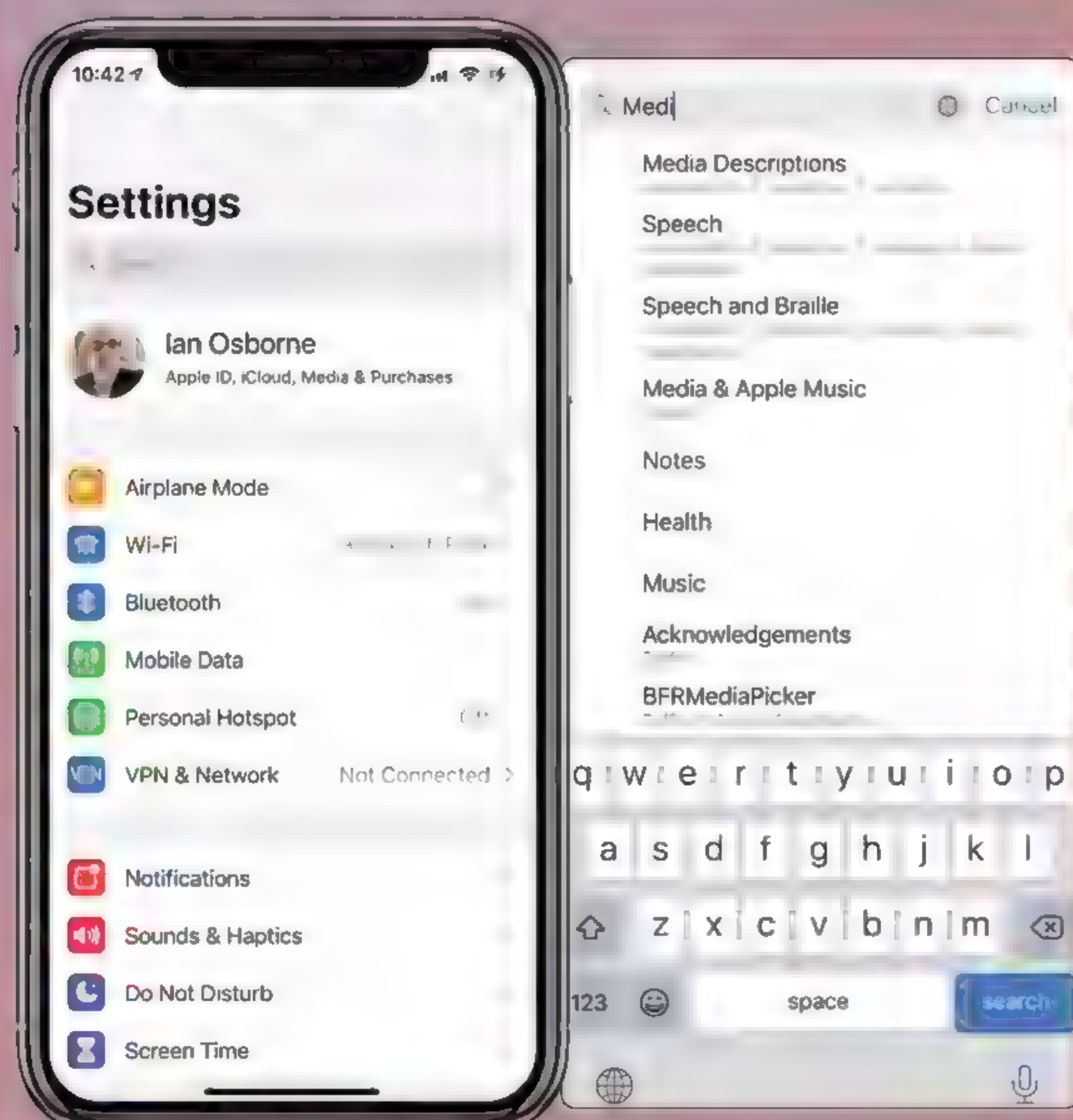
you should look. Your personal Apple ID settings, such as iCloud, Family Sharing and Find My, are also found in the Settings app.

There's far more in the Settings app than we can cover here, so instead, we'll give you an overview of its key features. If you familiarise yourself with the Settings functions covered here, mastery of the application as a whole is yours.

Searching Settings

The Settings app has an excellent search function, found at the top of the page. Tap the Search field to bring up the virtual keyboard and type the search term before tapping the keyboard's Search button.

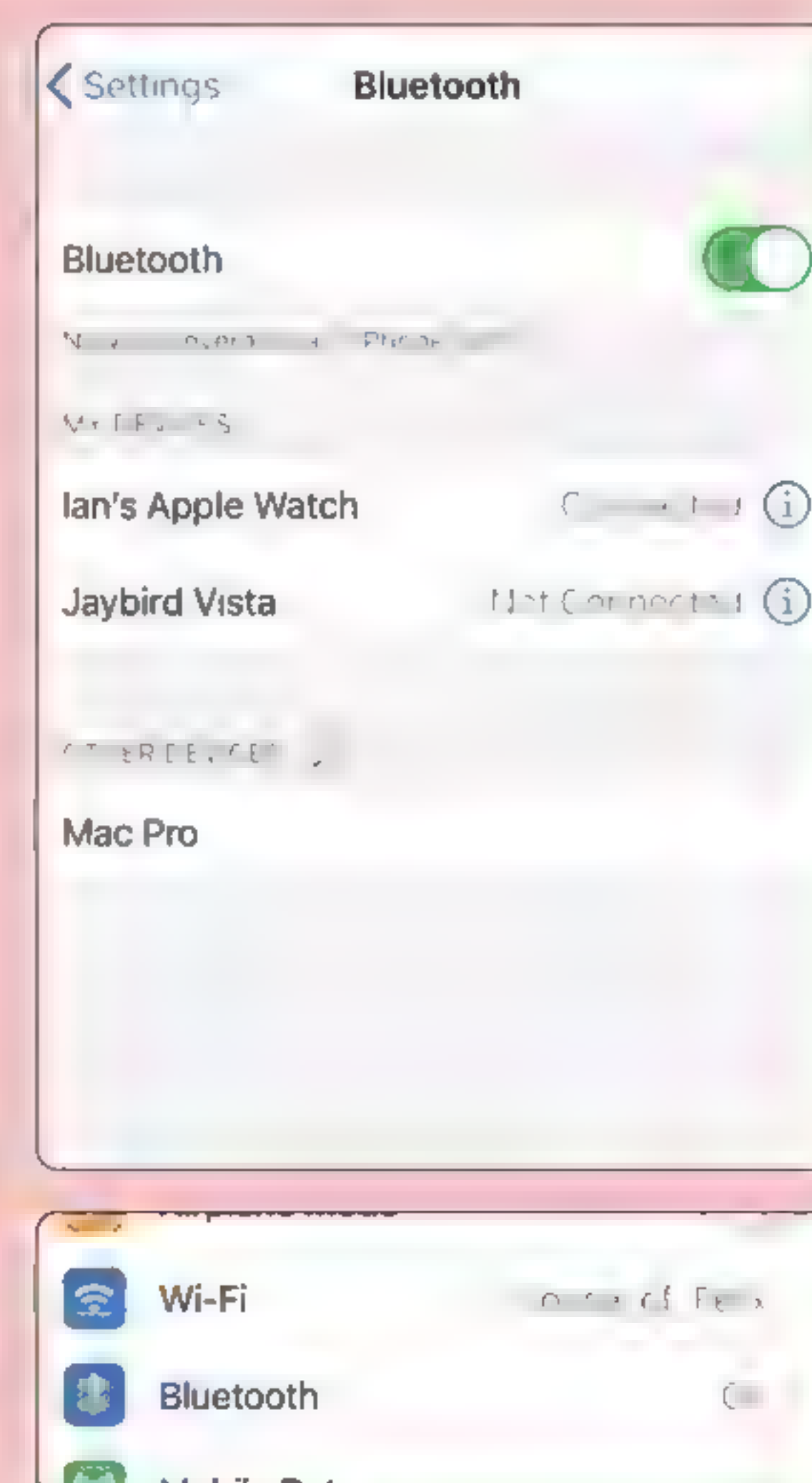
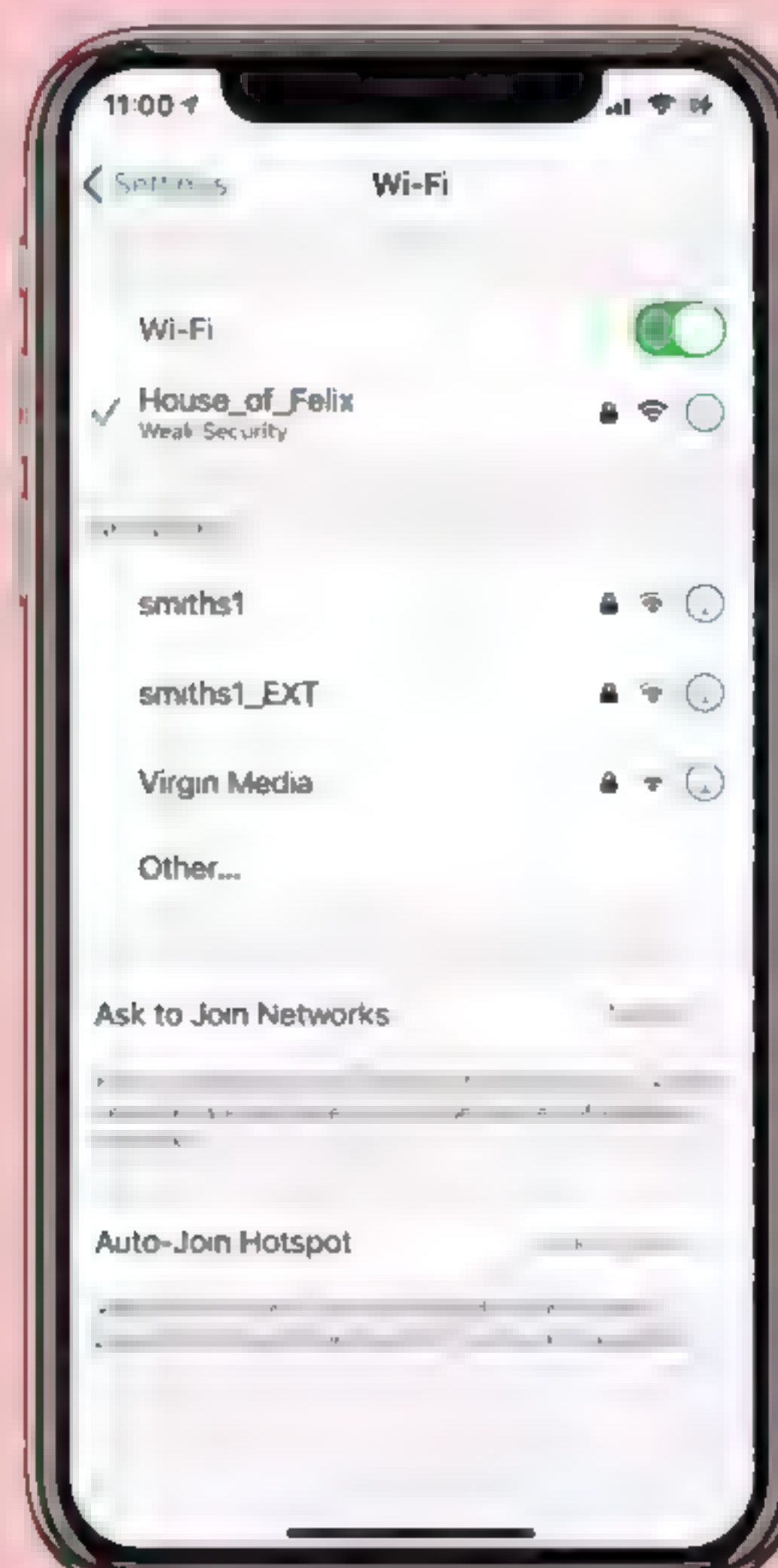
This search feature stays within the Settings app but goes much deeper than just their titles. You can, of course, look for a Settings category by its name, such as Notifications or Battery but you can also search for items within a setting. For example, if you want to find the Medical ID settings, type this in the Search field and it takes you to the Health app's settings, which is where they're found.



Wi-Fi and Bluetooth

Near the top of the Settings page are tabs for your iPhone's Wi-Fi and Bluetooth features. Both pages let you turn these features off if you wish – tap the switch at the top of each page. The Wi-Fi page lets you see which (if any) Wi-Fi network you're connected to and lists all the others within range of your iPhone. Tap one of them to join that network instead. Tap the blue 'i' icon next to a network for details and options. At the foot of the Wi-Fi page you can change settings for joining networks and hotspots.

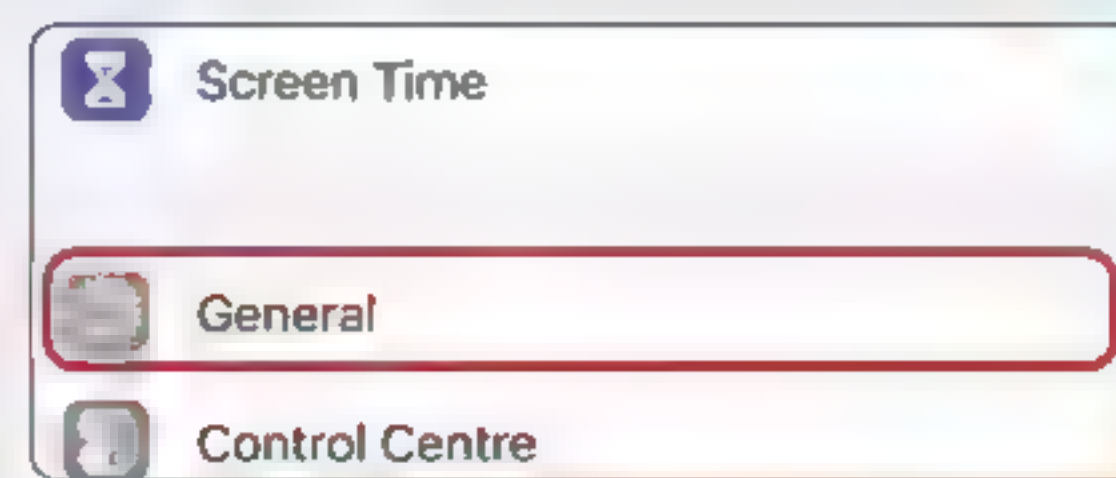
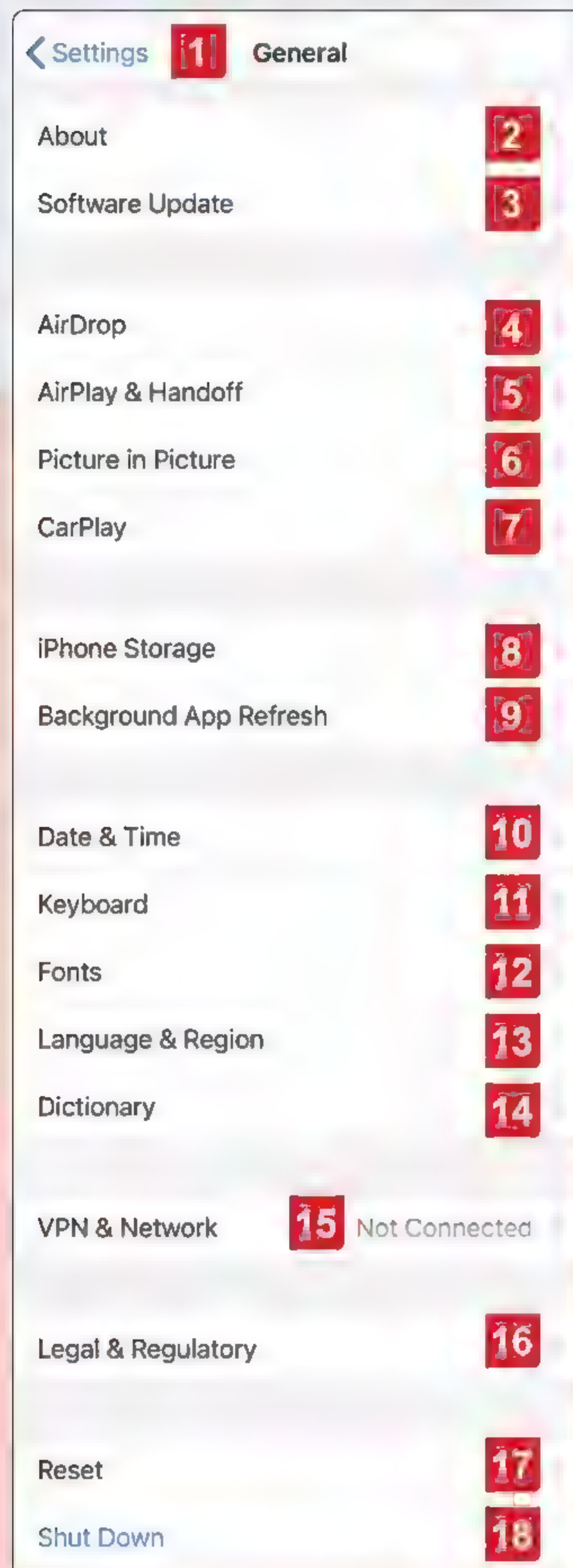
On the Bluetooth page, devices currently paired with your iPhone are listed and whether they're currently connected is shown. If you want to unpair a device, tap the 'i' icon next to it and then tap 'Forget This Device'. New devices that are ready to pair are listed under Other Devices. Tap one to pair it with your iPhone.





Key features of the General tab

The General page is arguably the most important in the Settings app. It's here you come to update your iPhone, adjust key features like the keyboard, language and date, reset or shut down your phone and look for important system and regulatory information. Let's take a look at what the individual General settings are for.



1 Page Title: General. Tap the blue link to the left to get back to the main Settings page.

2 About: Check here for info such as your phone's OS, serial number, IMEI and warranty. You can also see how much media you have on your phone and how much storage you have left.

3 Software Update: If there's an update to iOS available, install it here. You can also set it up to automatically download and/or install these updates.

4 AirDrop: Set whether you can receive incoming AirDrops from no one, contacts only or everyone.

5 AirPlay & Handoff: A series of options about how your iPhone interacts with other devices, such as Macs, iPhones, iPads, Apple TV and HomePod.

6 Picture in Picture: With this option on, swiping up while watching a video or FaceTime video call lets the video continue in a small on-screen window.

7 CarPlay: If you have a vehicle that's CarPlay-compatible, you can set it up here.

8 iPhone Storage: Use this page to manage your storage. See how much space you've used and how much you have left, turn iCloud Photos on and off, and empty your 'Recently Deleted' Album. You can also see how much space each installed app takes up and tap one to delete it from your iPhone or offload it so the app is deleted but its data is not; so you can install the app again later and pick up where you left off.

9 Background App Refresh: This allows applications to refresh their content in the background. Turn it on and off on a per-app basis.

10 Date & Time: Tap here to switch between 24-hour and 12-hour time, choose your local time zone and set whether the time is set automatically.

11 Keyboard: On this page, tap Keyboards at the top to see what keyboards you have installed and add new ones. You can also set up text replacements, turn features such as auto-correction and smart punctuation on and off and set Dictation languages.

12 Fonts: Take a look at the fonts you've installed on

your iPhone, over and above the regular fonts that come preinstalled.

13 Language & Region: Change your iPhone's language, change the preferred language order, set regional variations and choose your preferred calendar and temperature unit.

14 Dictionary: The iPhone has a huge range of dictionaries on offer in all sorts of languages, for auto-correction, word definition and more. On the Dictionary page, you can remove installed dictionaries and choose to add new ones.

15 VPN & Network: If you have a VPN (Virtual Private Network) app installed, you can configure and delete them here.

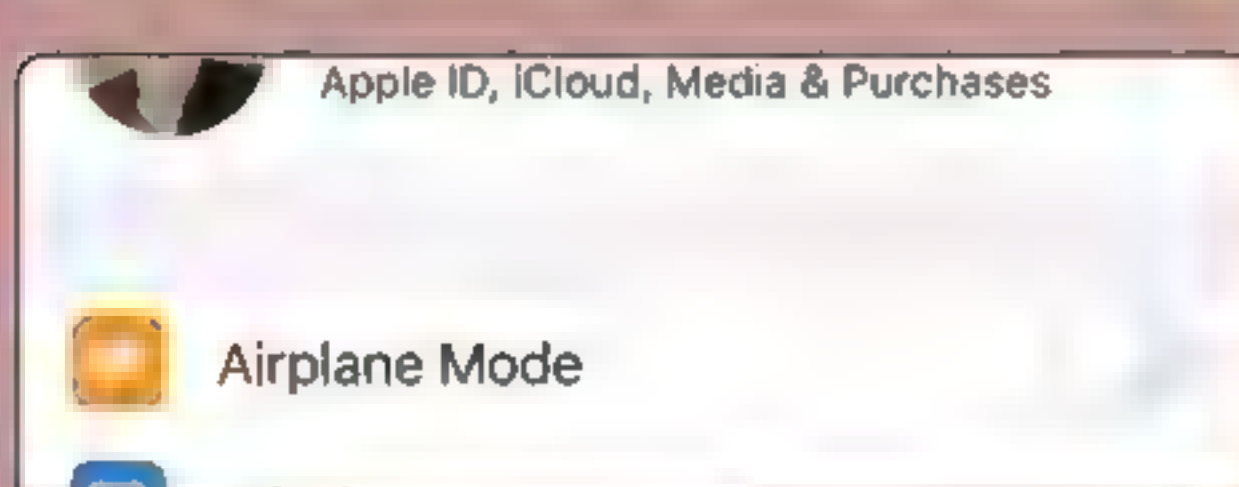
16 Legal & Regulatory: Lots of legal notices for various territories. Take a look if you wish, but there's not much to see here.

17 Reset: If you want to wipe your phone clean or reset specific aspects such as Network Settings, Keyboard Dictionary and Location settings, come here.

18 Tap here for the shut-down screen, where you swipe the switch at the top to turn off your iPhone completely.

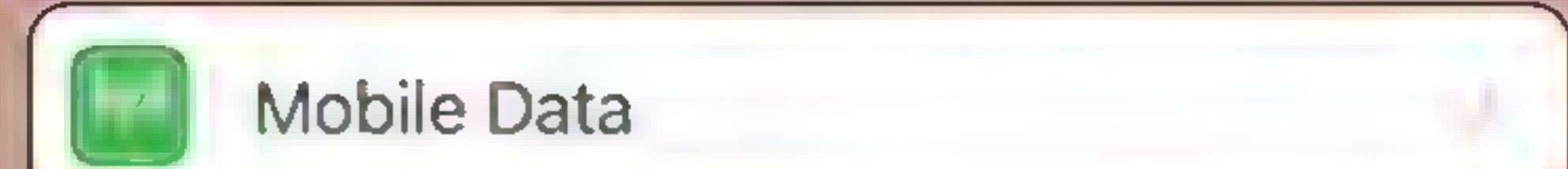
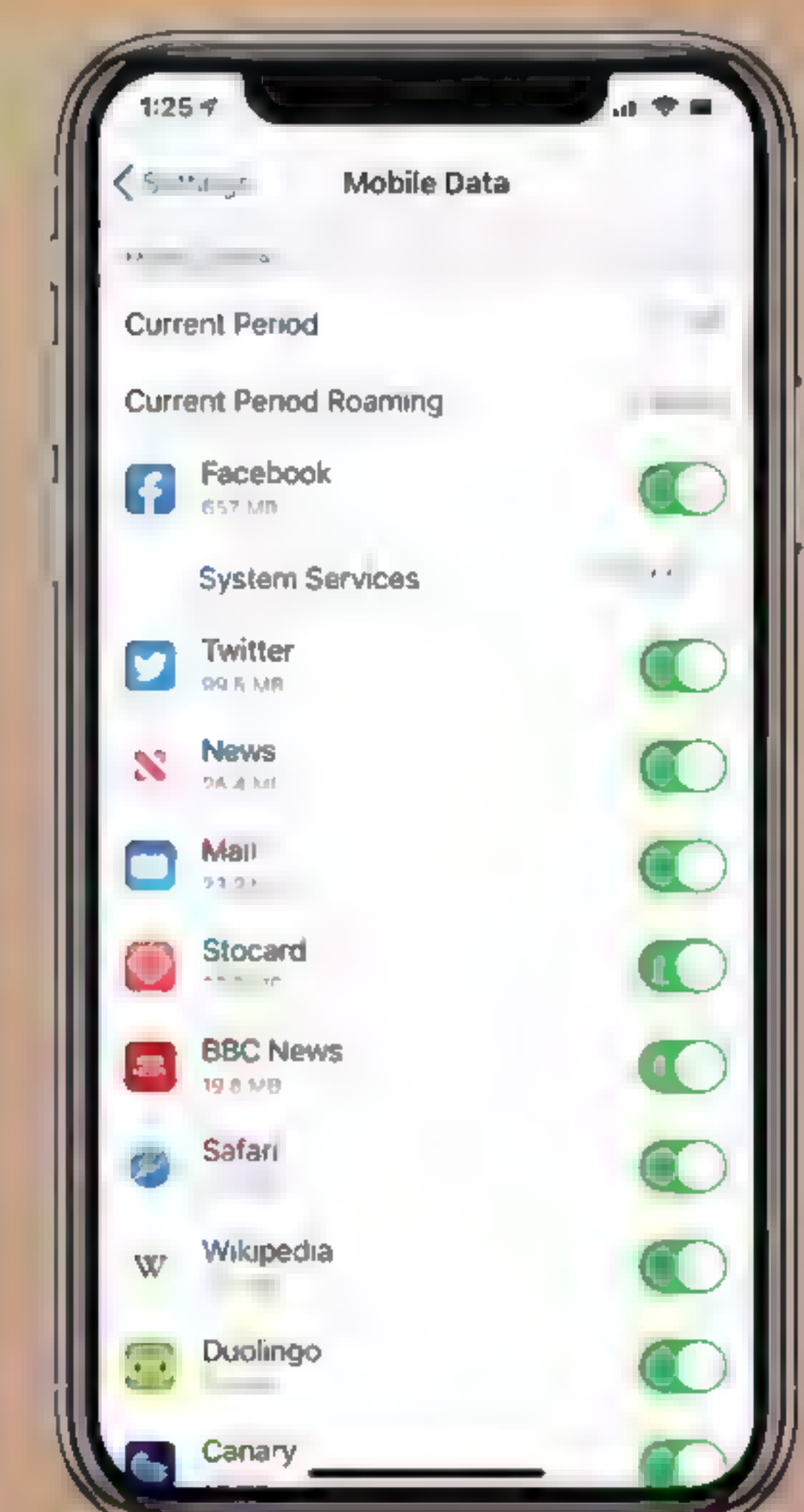
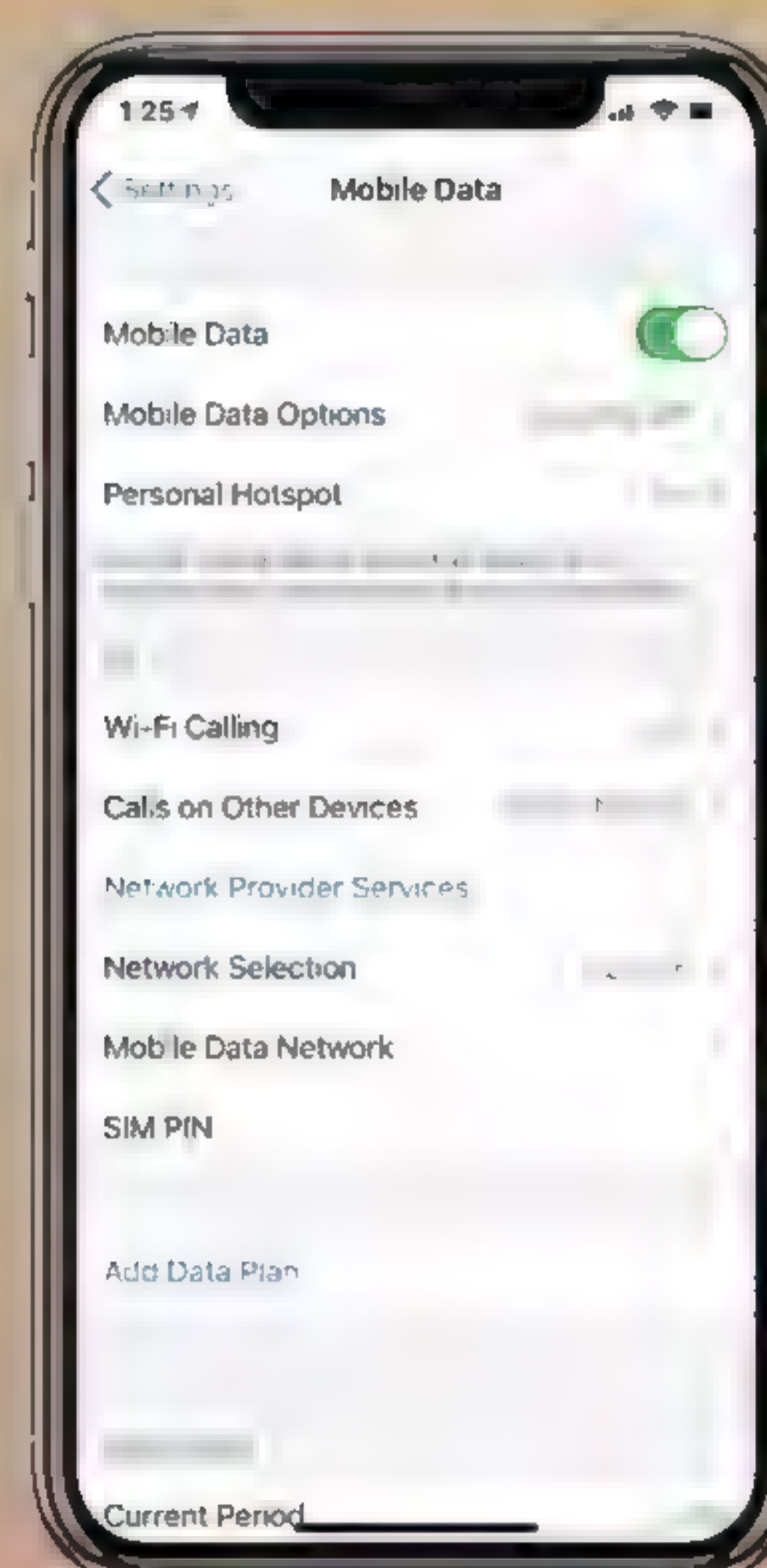
Airplane Mode

Using this switch, you can activate and turn off Airplane Mode, which stops all outgoing connections such as Wi-Fi and phone calls but lets you listen to your music, watch videos and play games; as long as they're installed and not streamed. It's a legal requirement for flying and is also useful when in a cinema or theatre. Turning on Airplane Mode also turns this feature on for a connected Apple Watch.



Mobile Data

This is all about your Internet access using your mobile phone provider's network, not your personal or public Wi-Fi. As data plans might be limited, you can tap the switch to turn off Mobile Data if you wish. There are also a range of settings specific to your own mobile phone provider's services. At the bottom of the page is a list of Internet apps installed on your phone, each with a switch that lets you turn mobile data on or off on a per-app basis. You might want to turn off data-hungry apps like video applications and the App Store to save data; you can still use them on a Wi-Fi connection.



Apple ID and iCloud Settings

Accessing Apple ID and iCloud Settings

Your iCloud settings are found at the top of the Settings page, under the search field. It covers your Apple ID, iCloud, Media and Purchases and more. If you're not signed in to an Apple ID, tap here to sign in. If you are already signed in, it shows your name and possibly a photo too. Tap this tab to access your iCloud settings.



Ian Osborne
Apple ID, iCloud, Media & Purchases

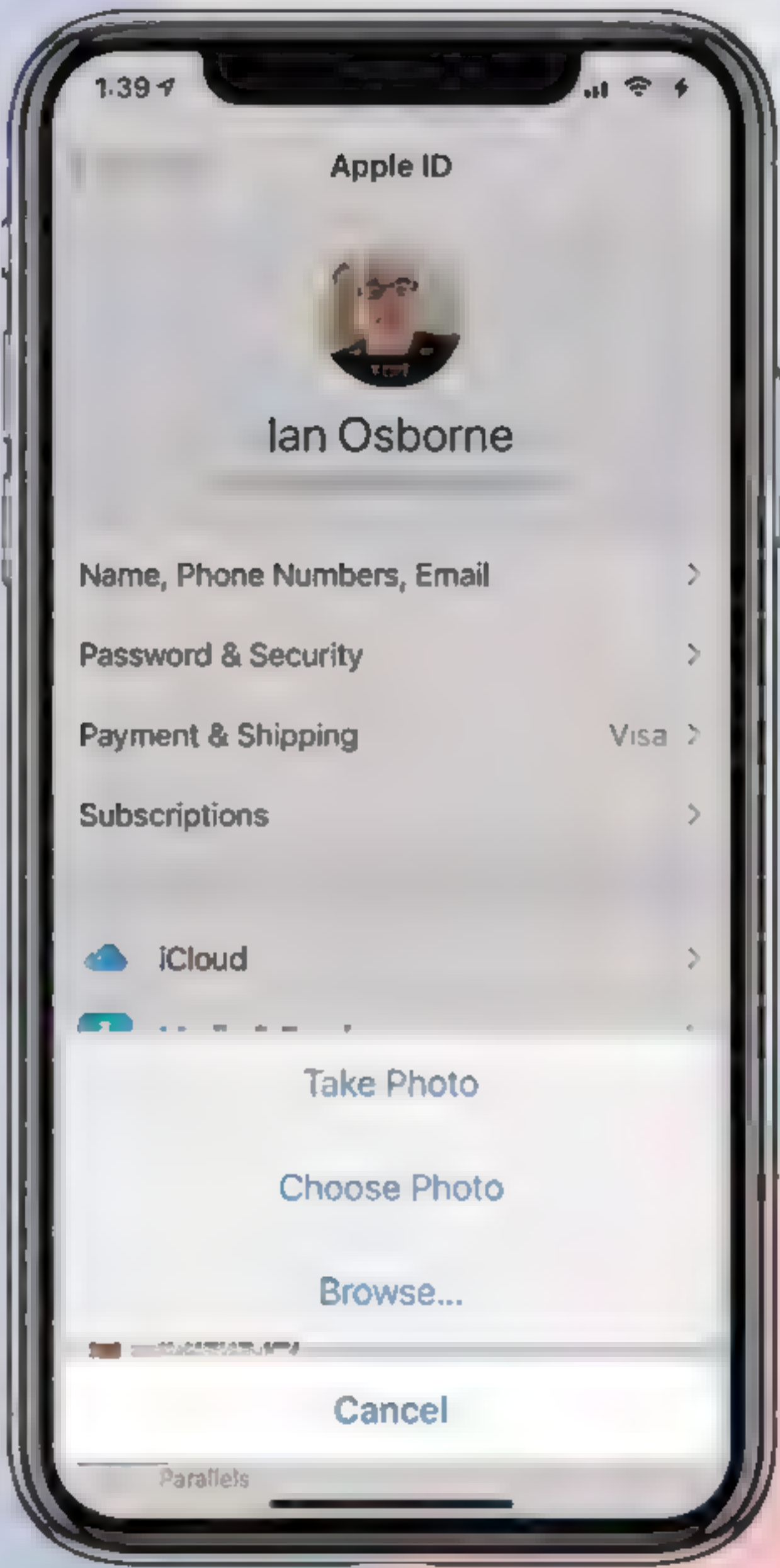
The Top Options

At the top of the Apple ID/iCloud Settings page is your photo or a silhouette if you haven't yet added one. Tap it for a pop-up that lets you replace it with a picture from your Photos app, from anywhere on your iPhone or take a new one.

Tap 'Name, Phone Numbers, Email' and you can change your first, middle (optional) and last name and even your date of birth. Add or remove numbers and email addresses on where you can be contacted in iMessage, FaceTime and more or use the Hide My Email function to have apps forward emails to you without you having to supply your personal email to that app.

Password & Security lets you change your password, set apps to Sign in With Apple, switch Two-Factor Authentication on and off, set or change your Trusted Phone Number and more. Under Payment and Shipping, you can choose a preferred payment method for the App Store, iTunes Store and Apple Store, as well as setting your Apple Store shipping address.

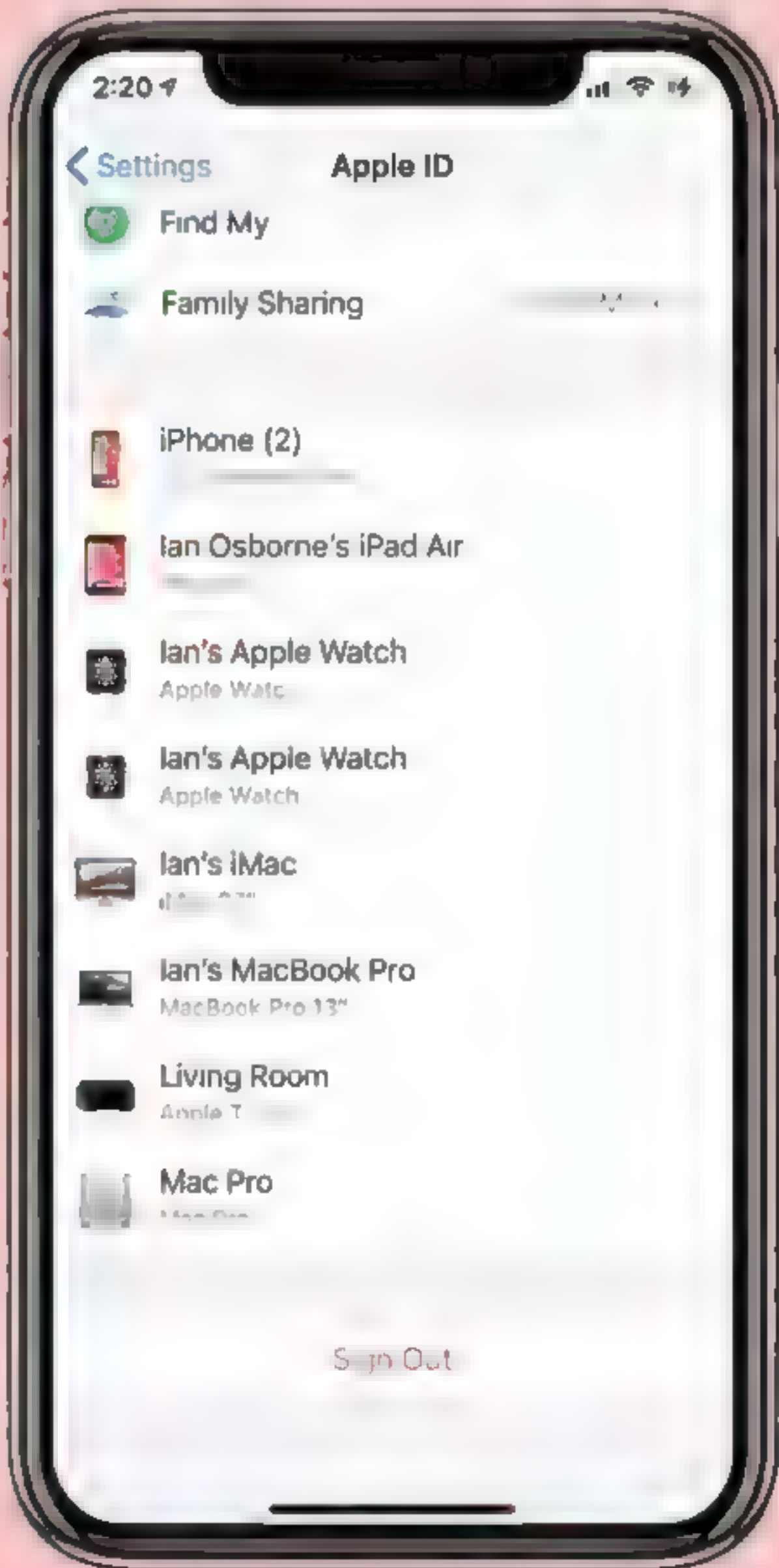
Finally, Subscriptions lets you review services to which you've subscribed, such as Apple TV+, Apple Music and those offered by individual apps.



Lower Options

At the foot of your Apple ID page is a list of your Apple devices signed into the same Apple ID as your iPhone. Tap one and you can see information such as the model, operating system and serial number of that device, whether Find My [Device] and iCloud Backup is on, Apple Pay methods and more. At the foot of a device info page is the option to remove it from your account, perhaps because you no longer own it or it's been retired.

At the very foot of the Apple ID page is the option to sign out of your Apple ID. Tap the Sign Out tab and follow the on-screen instructions.

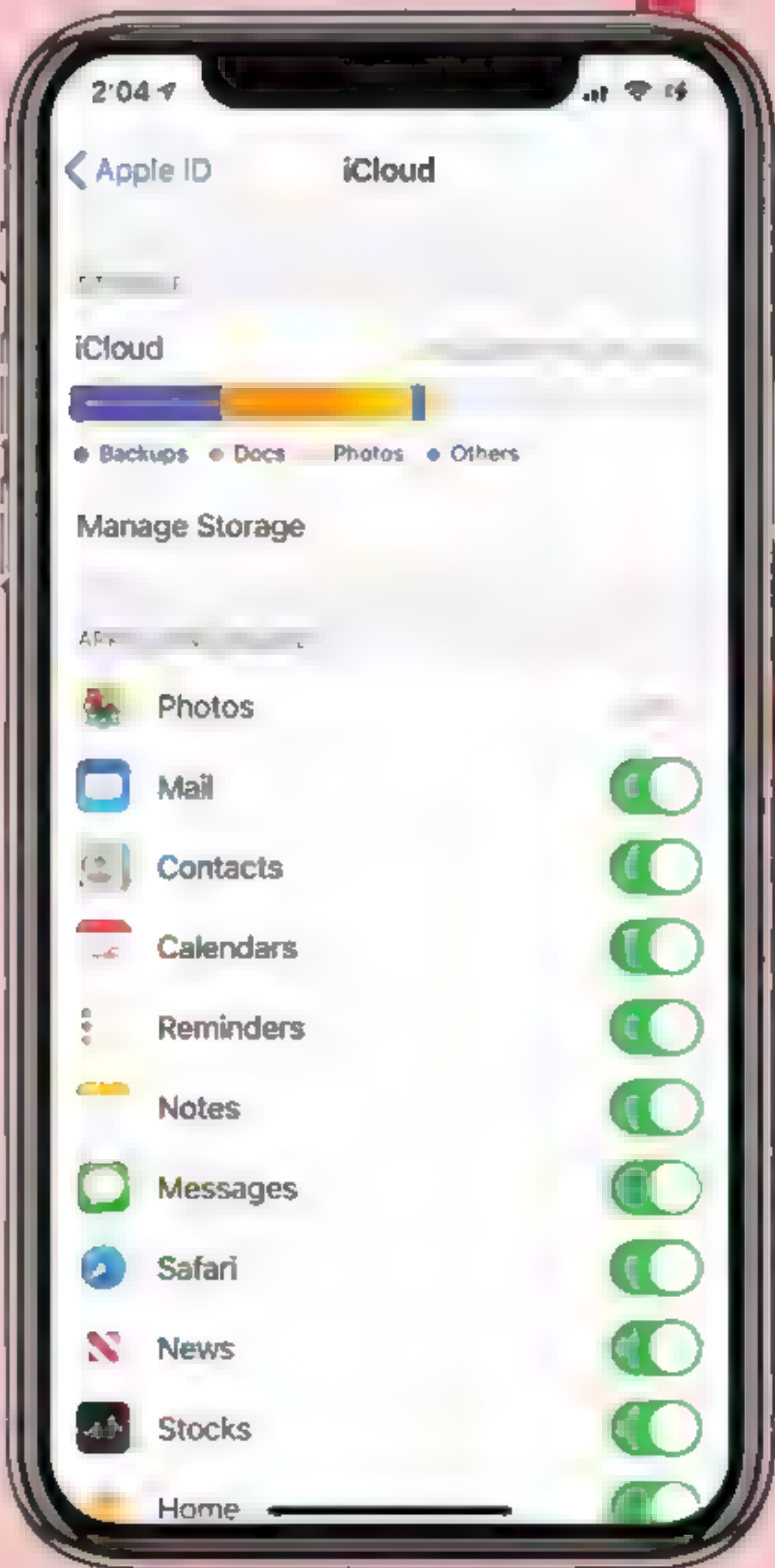
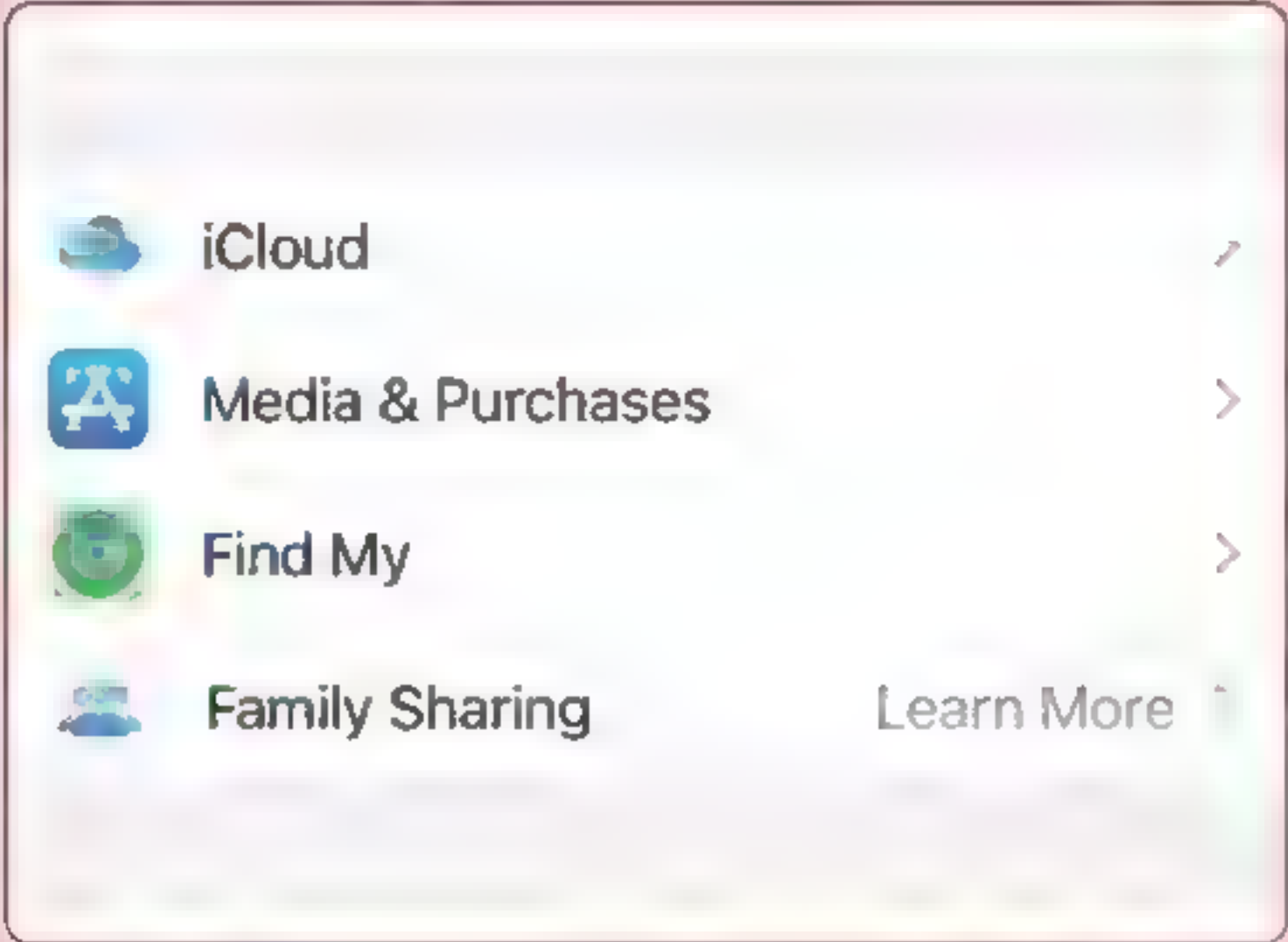


The Middle Options

The middle set of options opens with the iCloud tab. Tap it and you can see how much of your iCloud online storage you're using. Tap Manage Storage and you can change your storage plan and/or delete iCloud data saved there by specific apps. You can stop individual apps from using iCloud by tapping their switch and at the foot of the page, you can see what apps have requested permission to look you up with your Apple ID and change a few Mail options.

The Media & Purchases tab takes you to your Account page, where you can manage your Apple ID, Manage payments, change your country and region, add funds to your Apple ID account, look at ratings and reviews left on the App Store, access your purchase history and more. The Find My page lets you turn on and off the Find My iPhone service, set which device registers your location and choose whether to share your whereabouts with others.

The last option is Family Sharing, which lets you share your purchases with your family members, keep an eye on your children's purchasing activities and more.



Family Sharing

The simple way to share subscriptions, purchases, iCloud storage and more with up to six people in your household.

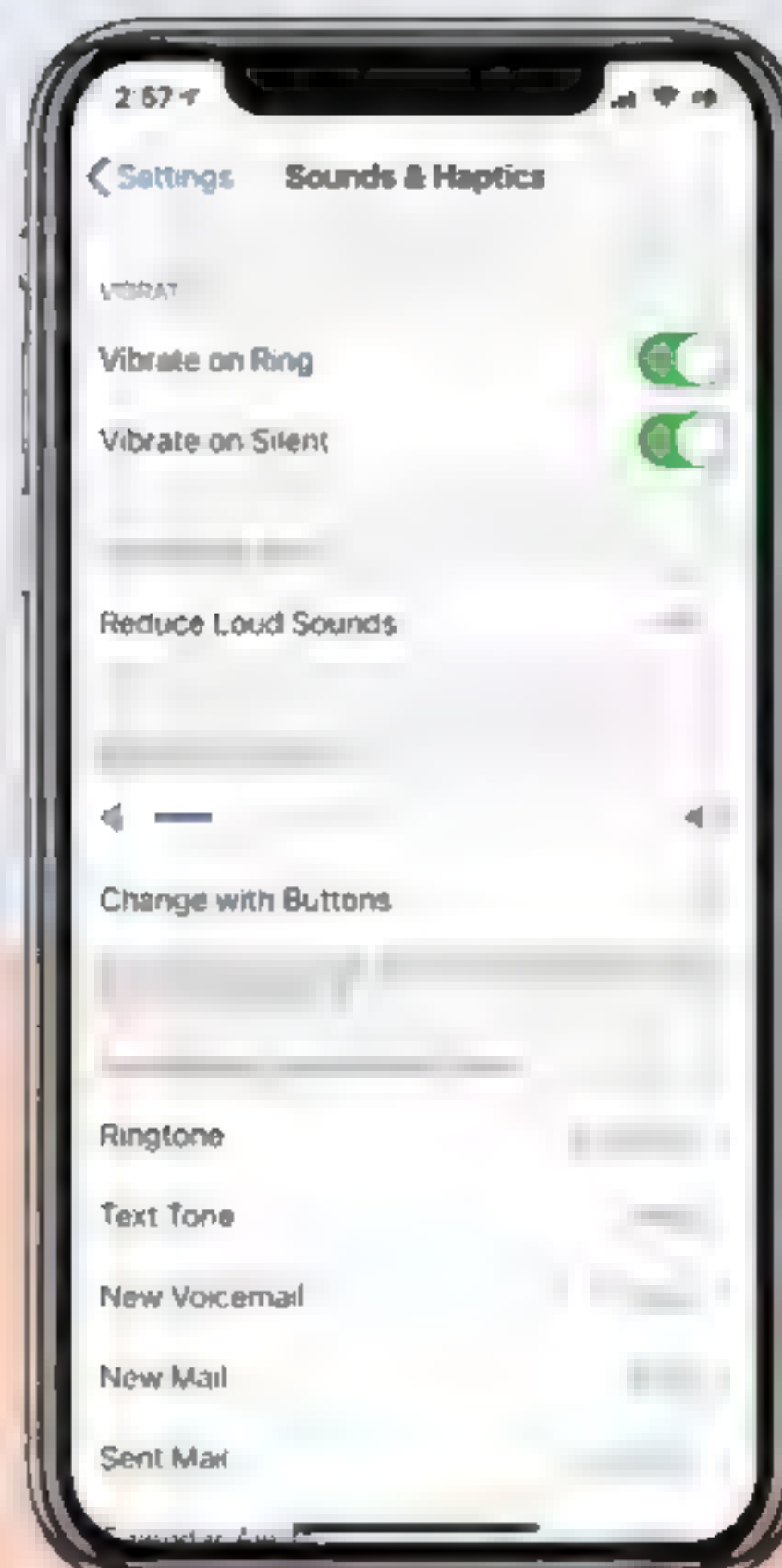
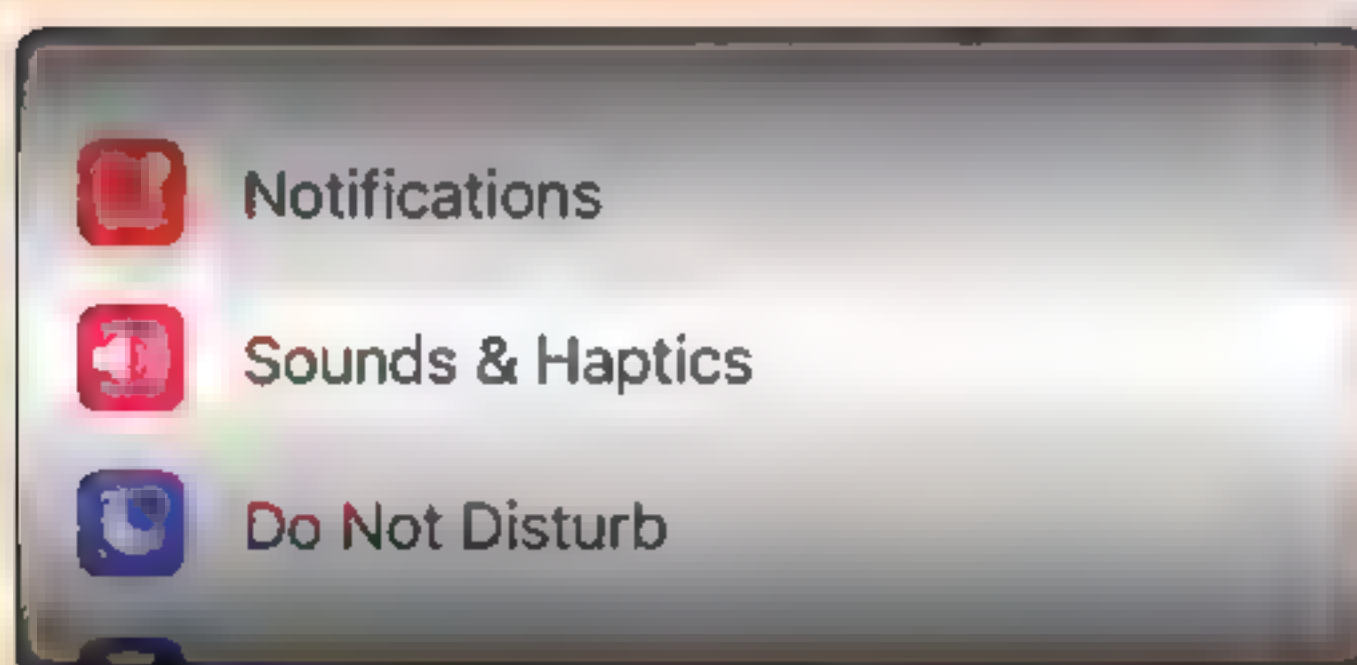
Screen Time and parental controls are built in for families with children.



More Settings Tips

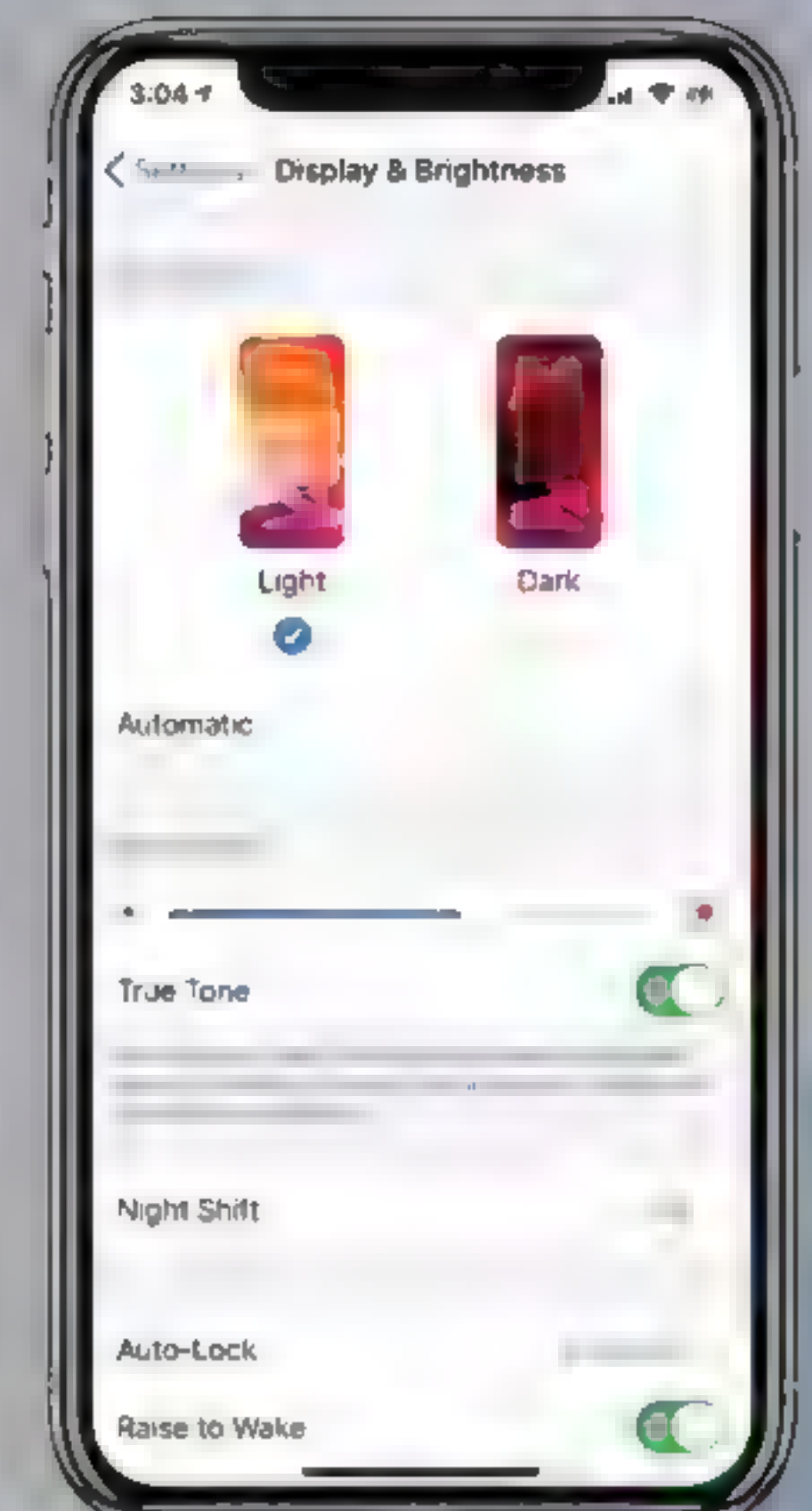
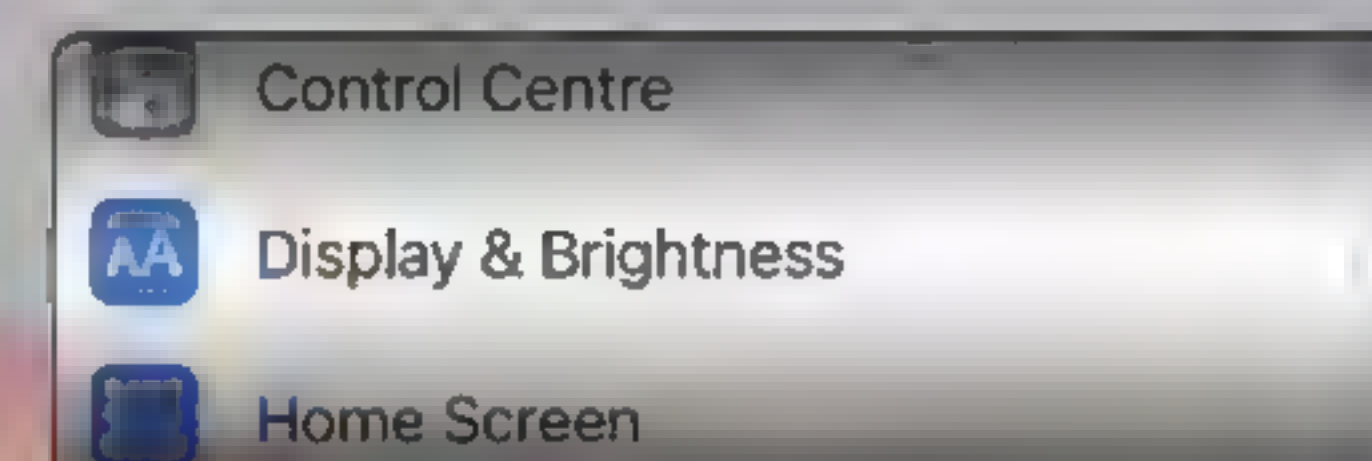
Sounds & Haptics

Here you can set whether your phone vibrates for incoming calls, set the ringer volume independently of the system volume, set ringtones and customise sounds for incoming messages, mail, reminders and more. You can turn off keyboard clicks and the lock sound too.



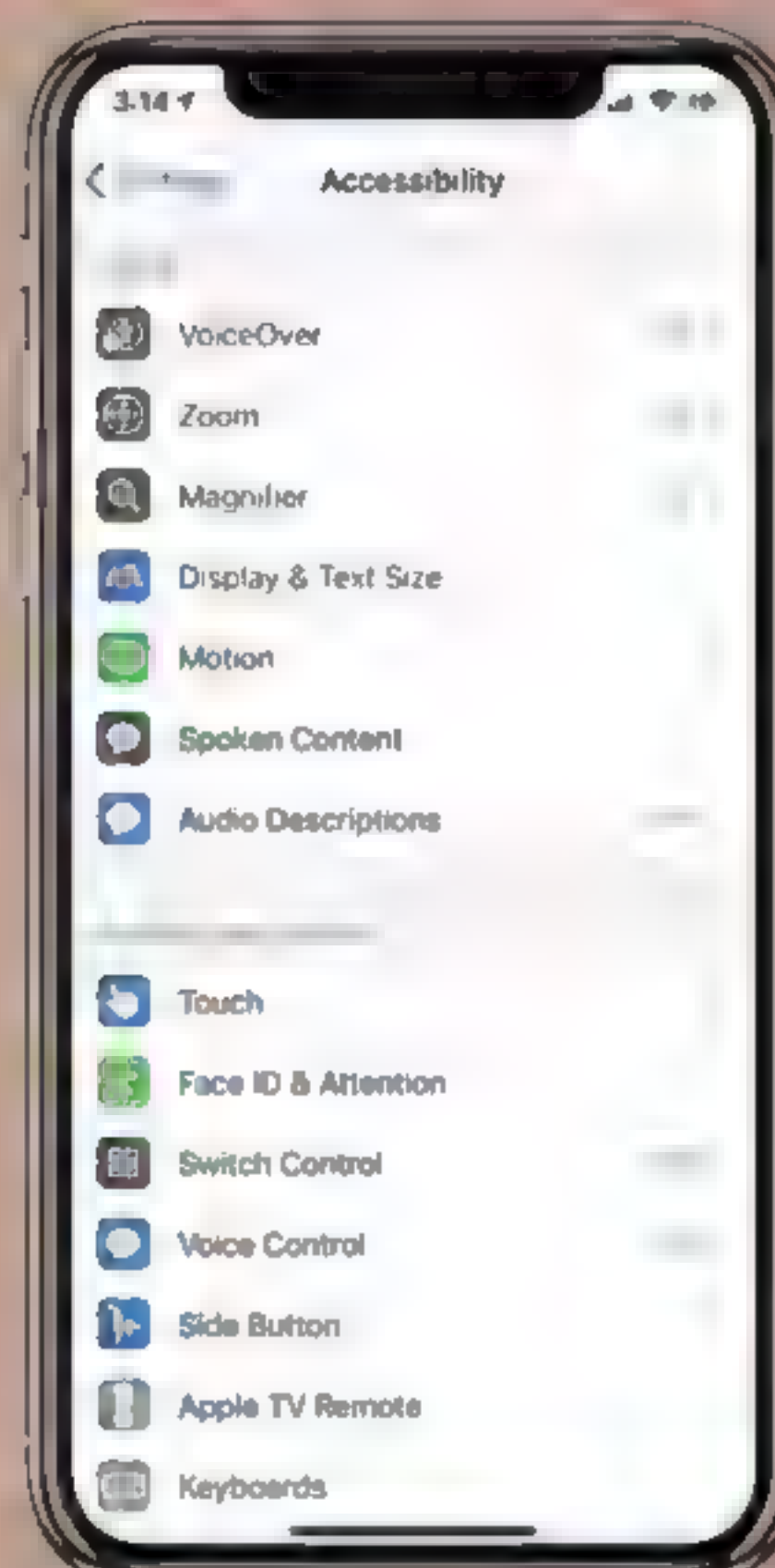
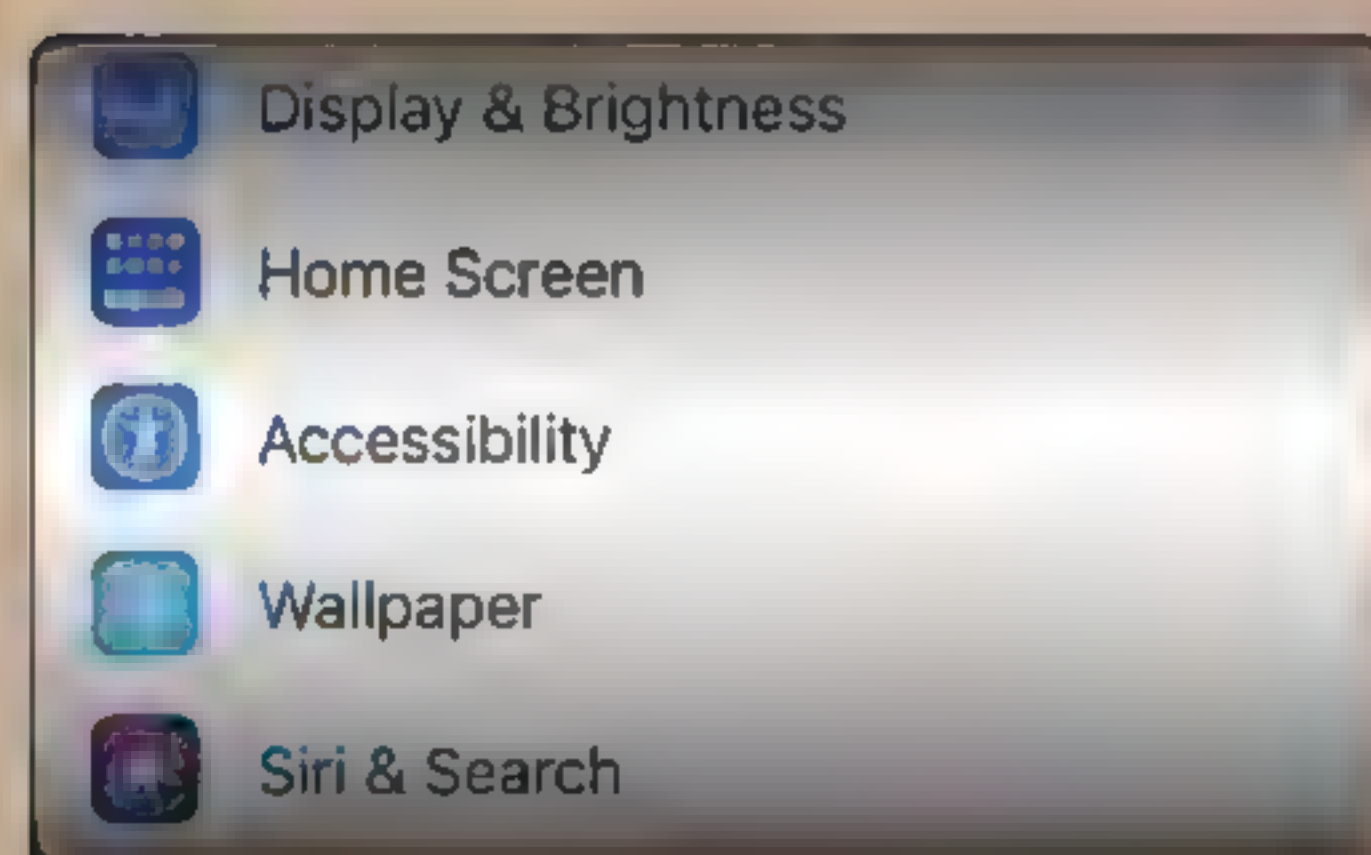
Display & Brightness

Here you can change between Light and Dark Mode or set it to change automatically depending on the time of day. True Tone automatically adjusts your display based on ambient lighting conditions and Night Shift reduces blue light for when you're using your phone near bedtime. You can change the text size, auto-lock and a few other things too.



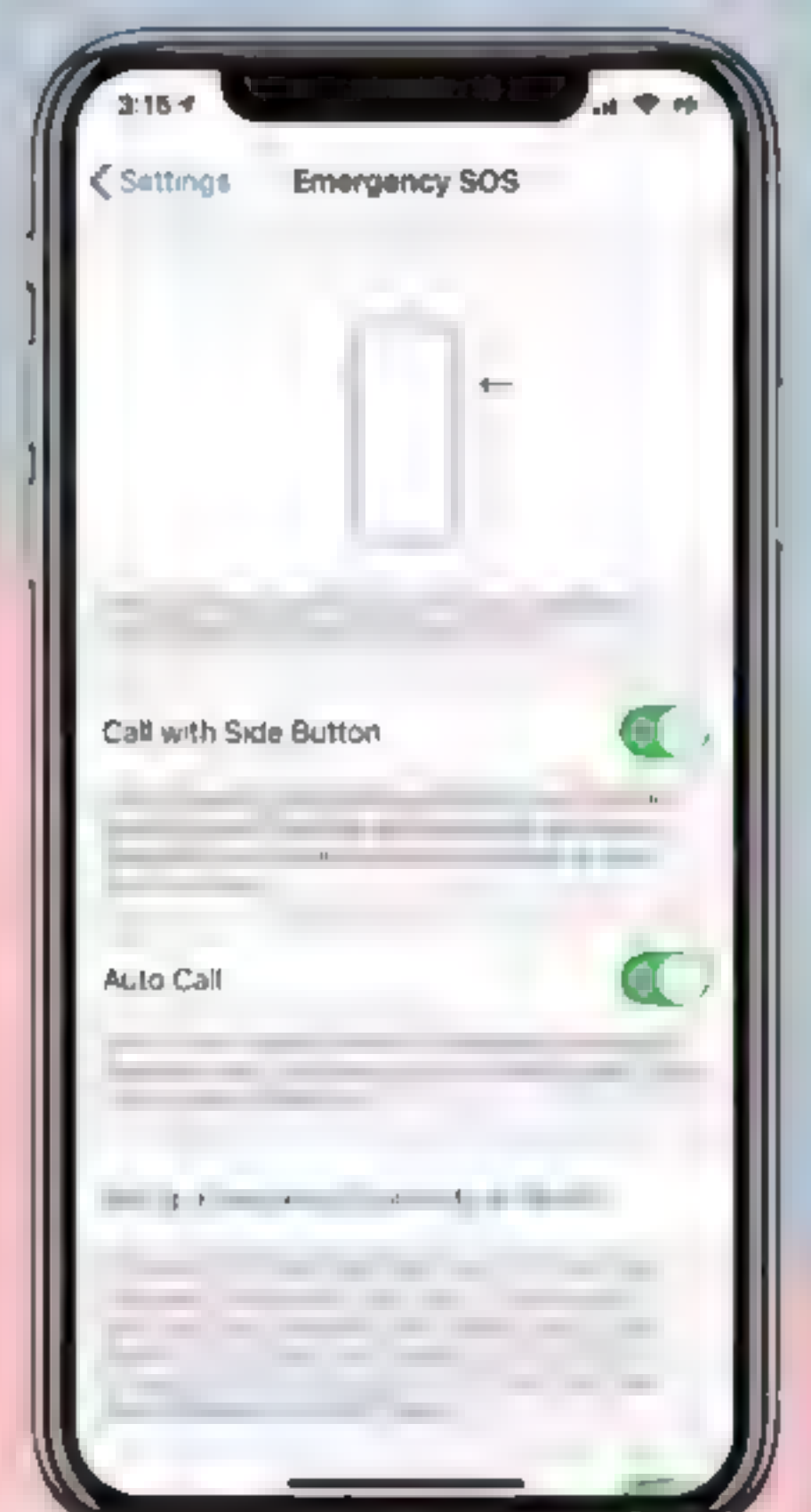
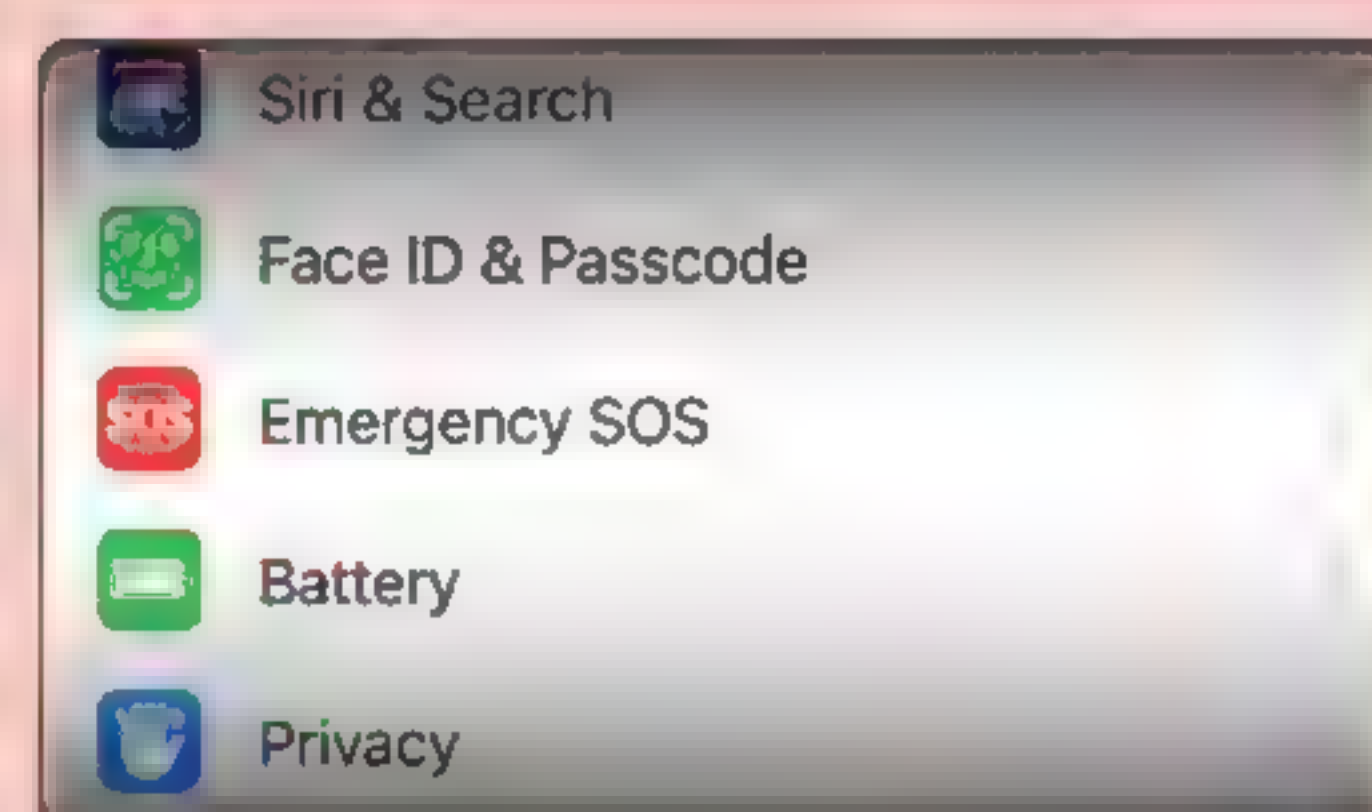
Accessibility

The Accessibility tab leads to a wealth of features that help those with an impairment to use their iPhones. There are Accessibility options for the visually impaired, the hard of hearing, those with impaired motor skills and more.



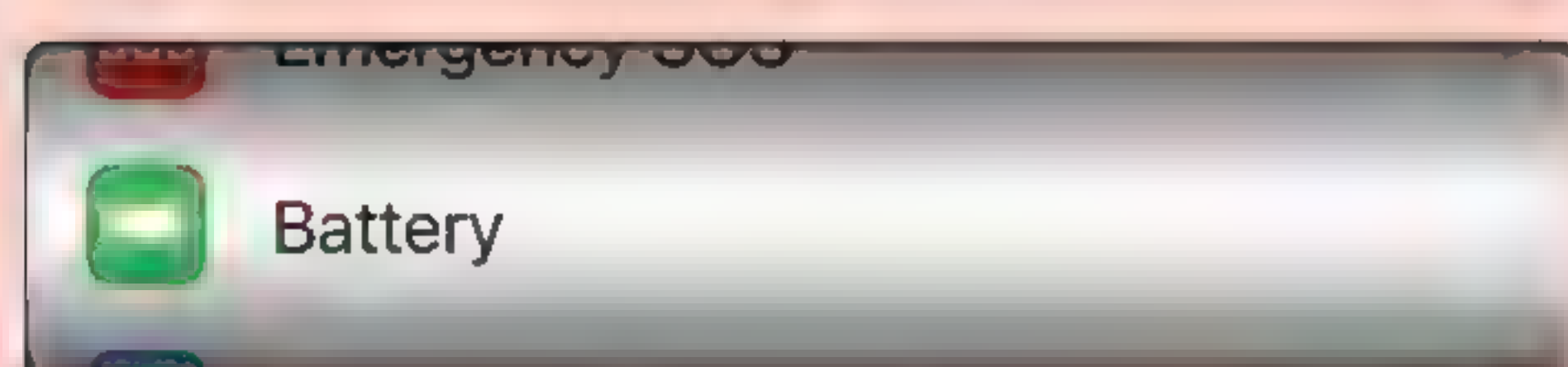
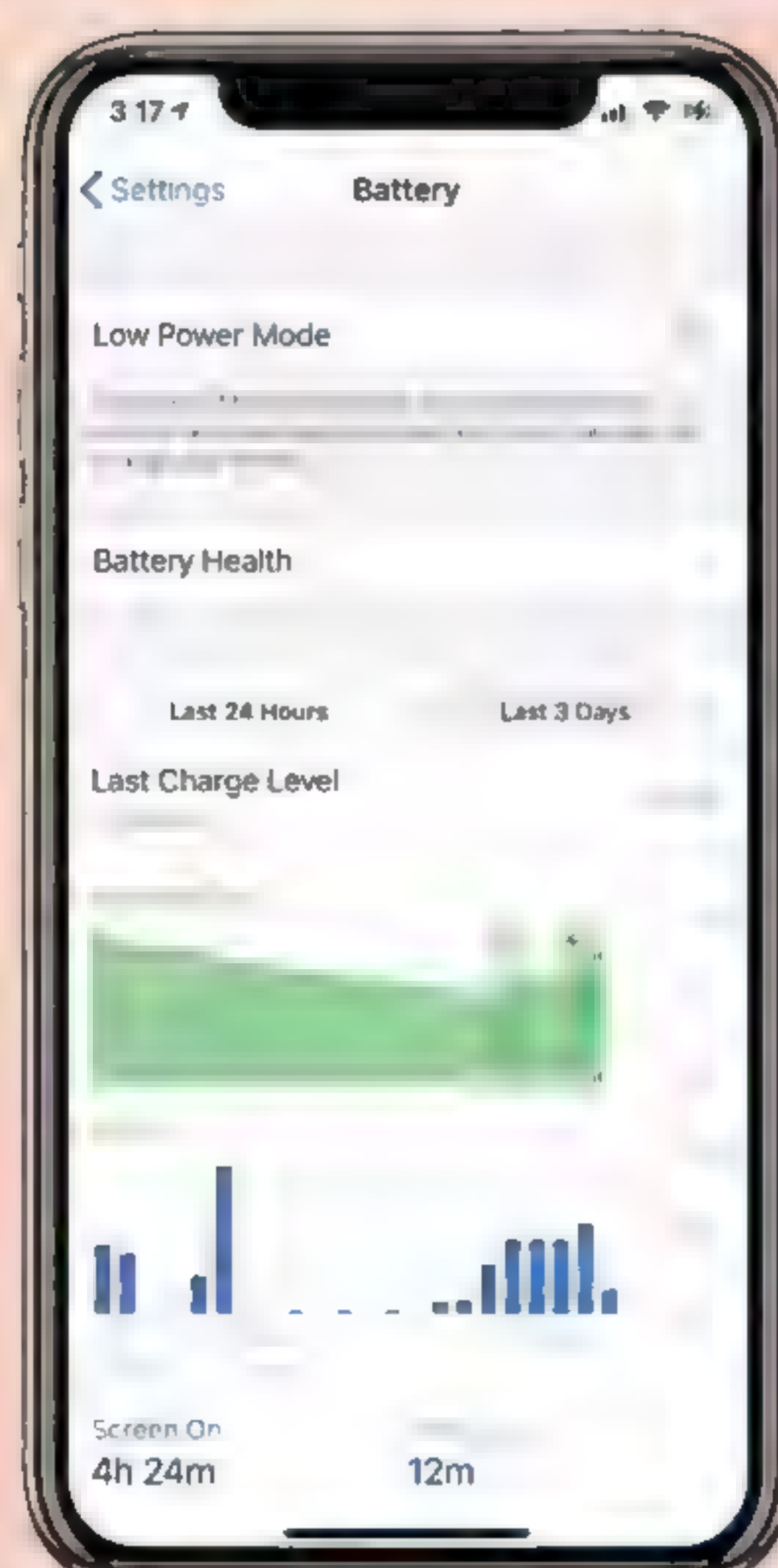
Emergency SOS

What's the easiest way to make an emergency call on your iPhone? Here you can customise features such as holding the volume and the side button or pressing the side button five times for an emergency call.



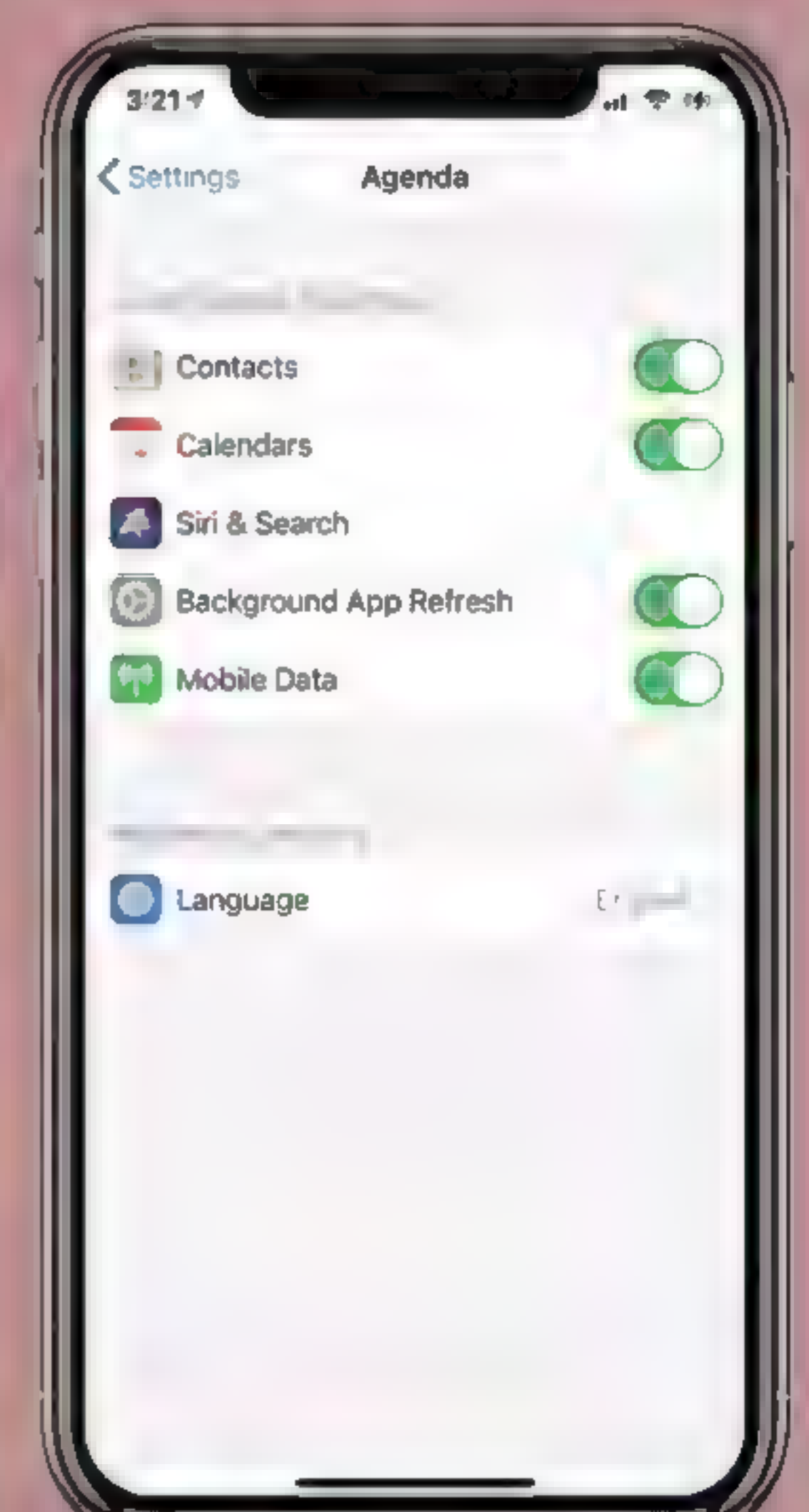
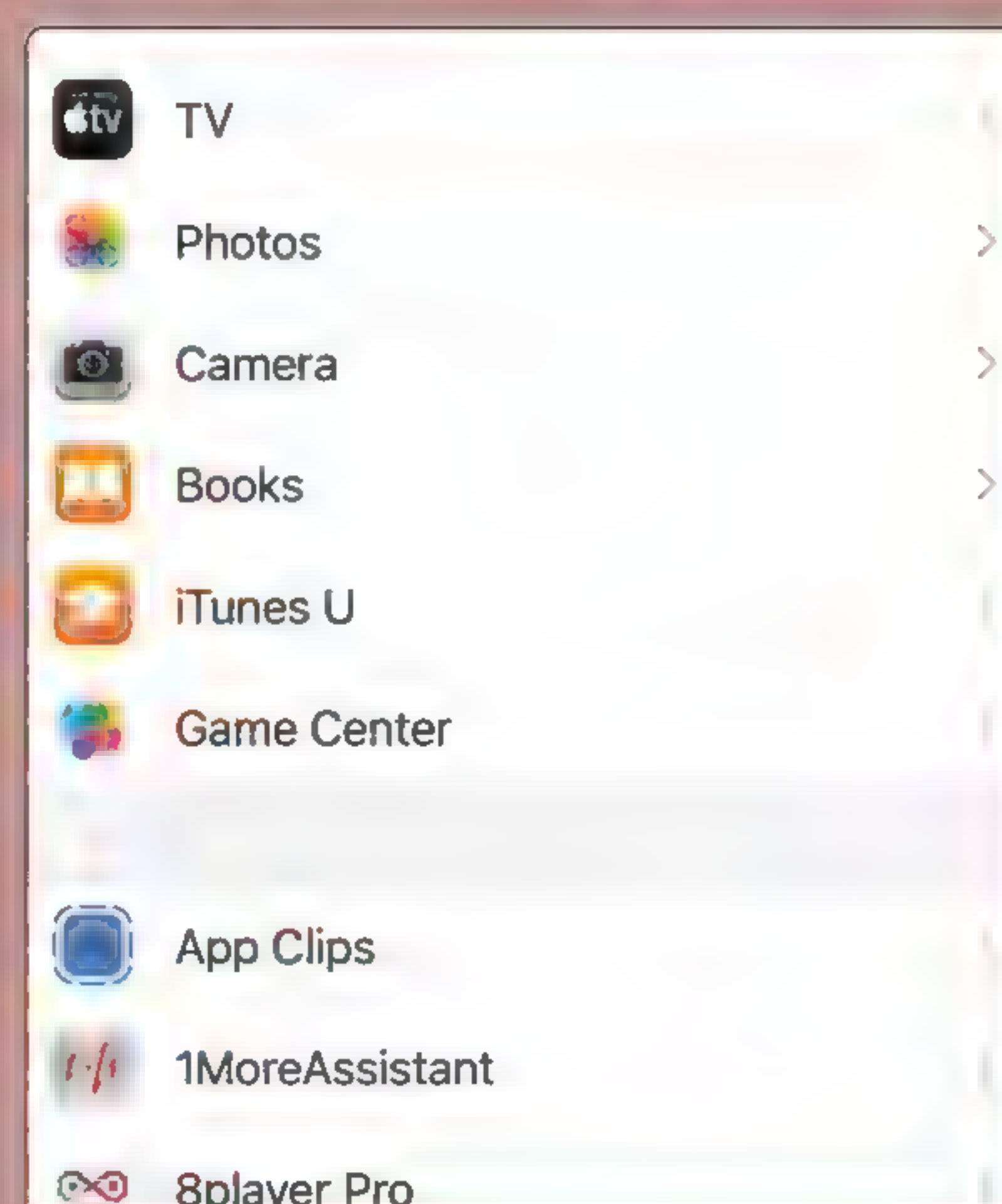
Battery

Is your iPhone's battery in a good state of health? With the Battery page, you can check its charge, its maximum capacity, what apps are using the most power and more. You can also switch to Low Power Mode to conserve battery life until your next charge.

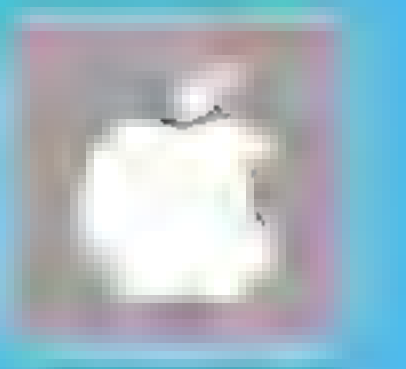


App Settings

Individual applications, whether pre-installed or added by yourself, have their own Settings pages too. What they do depends on the app in question but they might include Notifications settings, which apps and features the app in question is allowed to access, its preferred language and more.



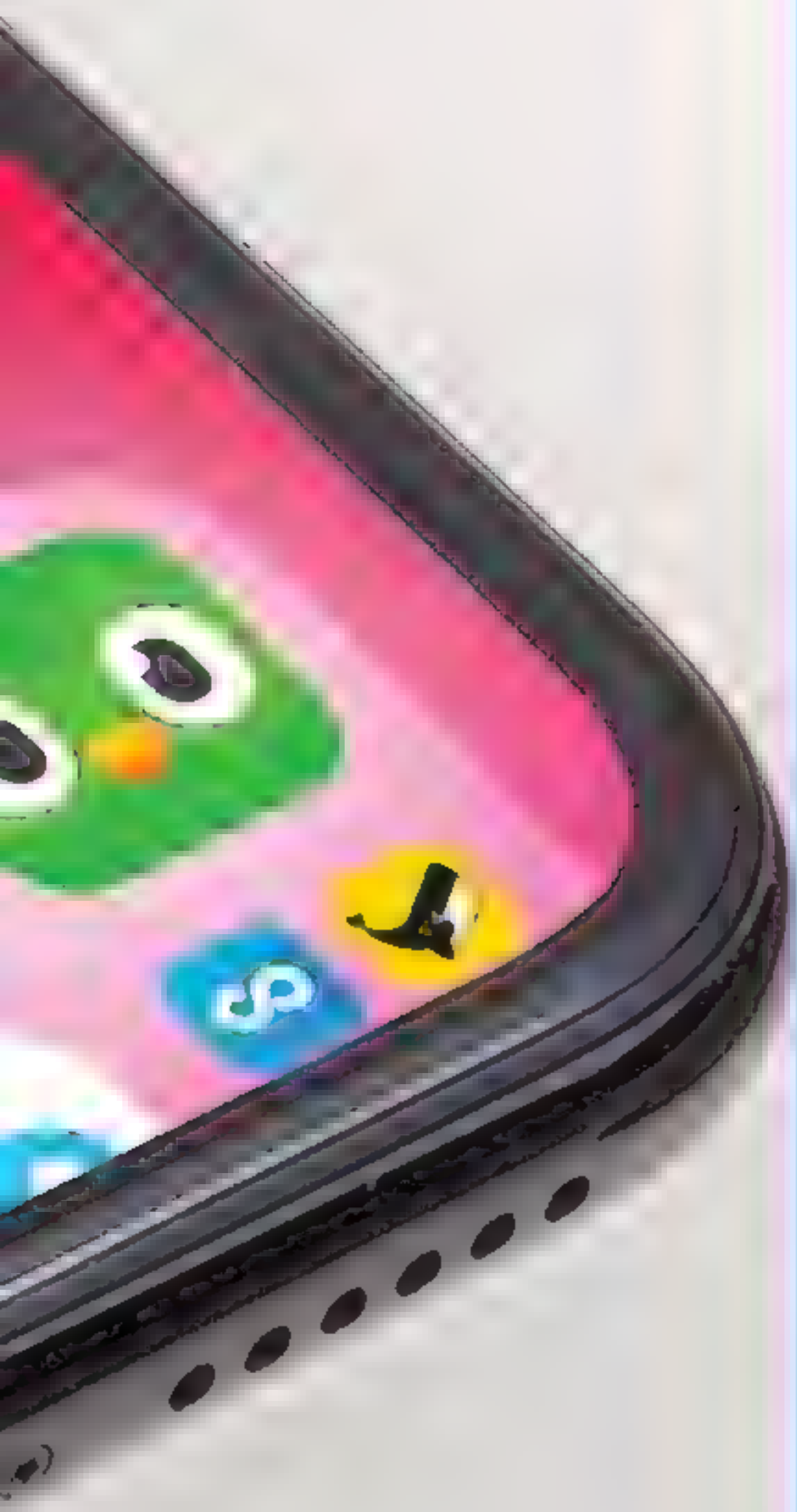




Your iPhone's Built-in Apps.

One of the best things about the iPhone is the amazing range of apps that come bundled with its operating system, iOS 14. You can send and receive emails with Mail, surf the web with Safari, find your way around with Maps, and more. Several apps get some great new features in iOS 14, and there's a whole new app in Translate, which harnesses the power of Siri to help you converse in a language that isn't your own.

[Learn more >](#)





Mail App

Email on the Move

Email on the go has revolutionised communication. The iPhone has a versatile email app that can handle multiple email addresses spread over multiple accounts and services, and keep track of all your contacts as well.

Mail in Focus

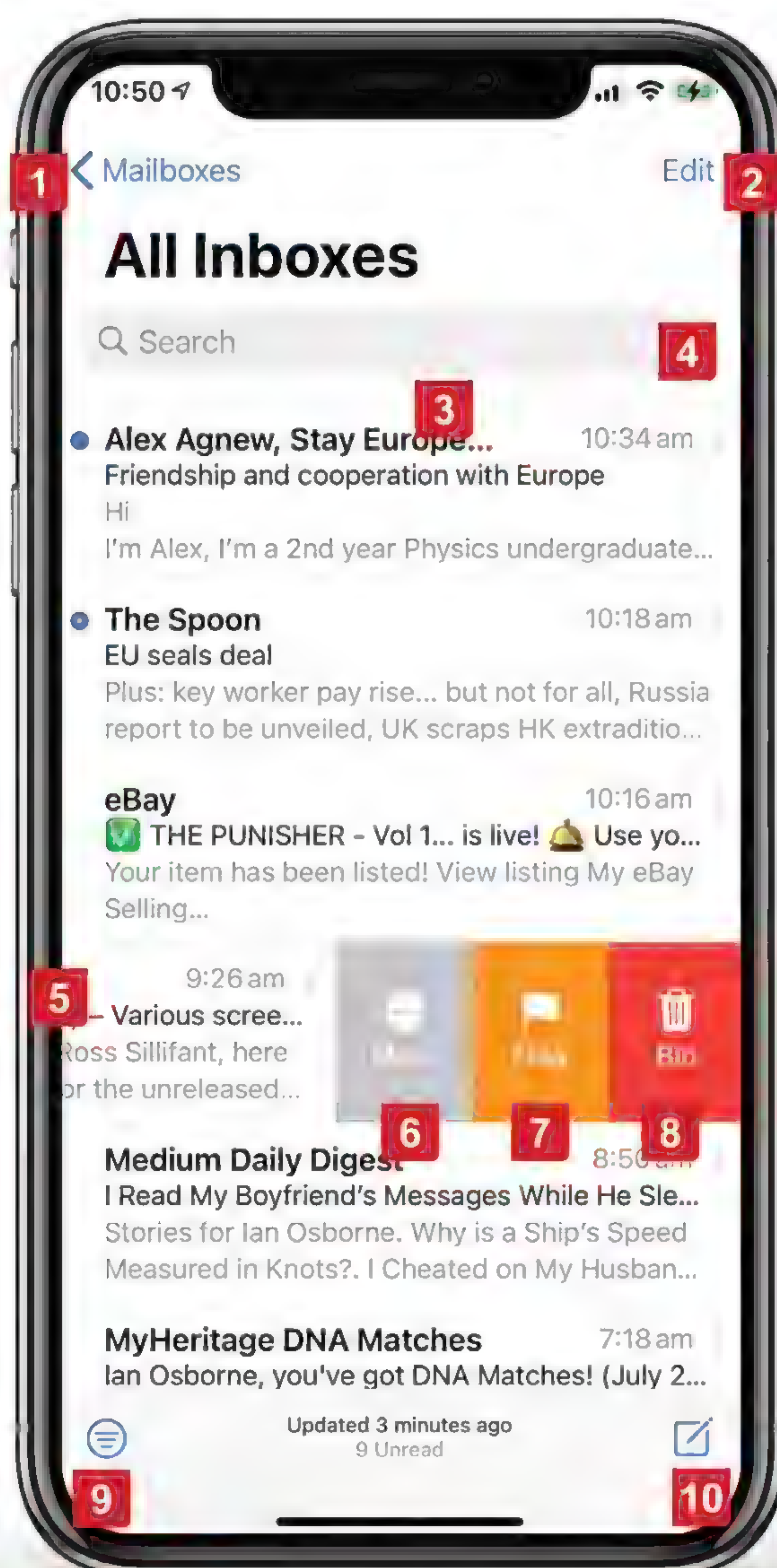
1 This screen, in Mail, shows your Inbox. Tap the Mailboxes link to go back and choose another mailbox, such as Drafts, Sent, Junk or VIP emails.

2 The Edit link puts an empty circle to the left of each email. You can tap these circles to add a tick, and then action multiple emails at once.

3 These are your emails, listed in the order they arrived. Tap on one to open and read it. Emails with blue dots to their left have not yet been opened and read. Pull down on the screen to get new mail.

4 Tap here to search your emails. You can type a name, a subject or something from the body of an email, and suggestions are offered as you type.

5 Drag an email to the left and you can tap one of the revealed icons labelled More, Flag or Delete. Drag it further to delete it immediately. Drag it right instead and you can mark the email as Read or Unread.



6 Tap More here for a pop-up window giving options to Reply to the email; Forward it; Mark it as read, unread, flagged or junk; get a notification when receiving replies to this email; and Move it to another mailbox.

7 Tap here to flag your email, that is, mark it for later reference. If you swipe left on an email that's already been flagged, this icon then reads 'Unflag'.

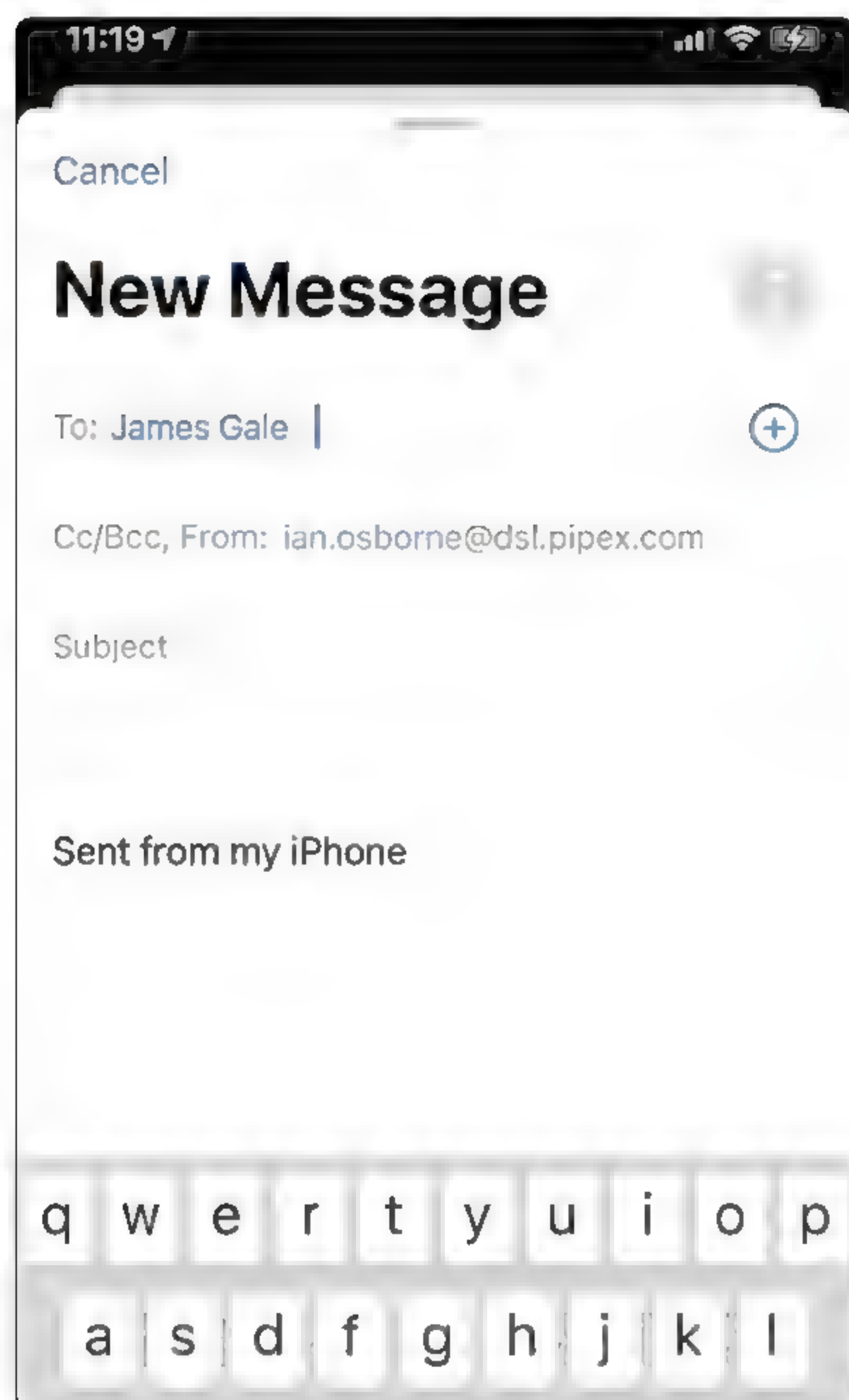
8 Tap here to delete an email, moving it to your Bin mailbox. If you do so by accident and want it back, tap the Mailboxes link, then Bin. Drag the email to the left again, then tap More and then in the pop-up window, tap Move so you can move it back to your inbox.

9 Tap this icon to show only unread emails and again to return to showing all emails, read and unread.

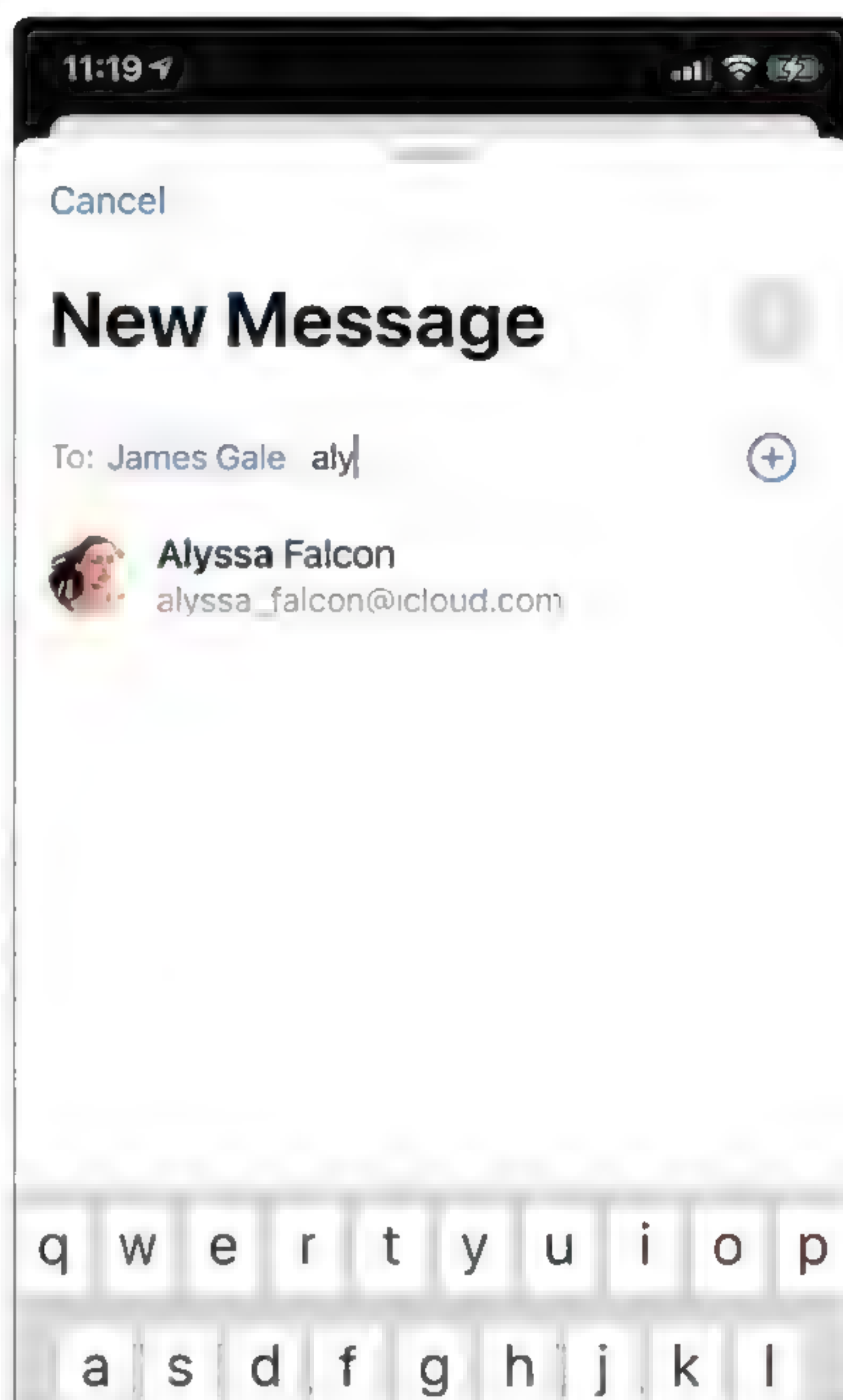
10 Tap this icon to open a new blank email for you to fill in and send. Tap and hold it for a list of draft emails, which you've started to type then saved for later.



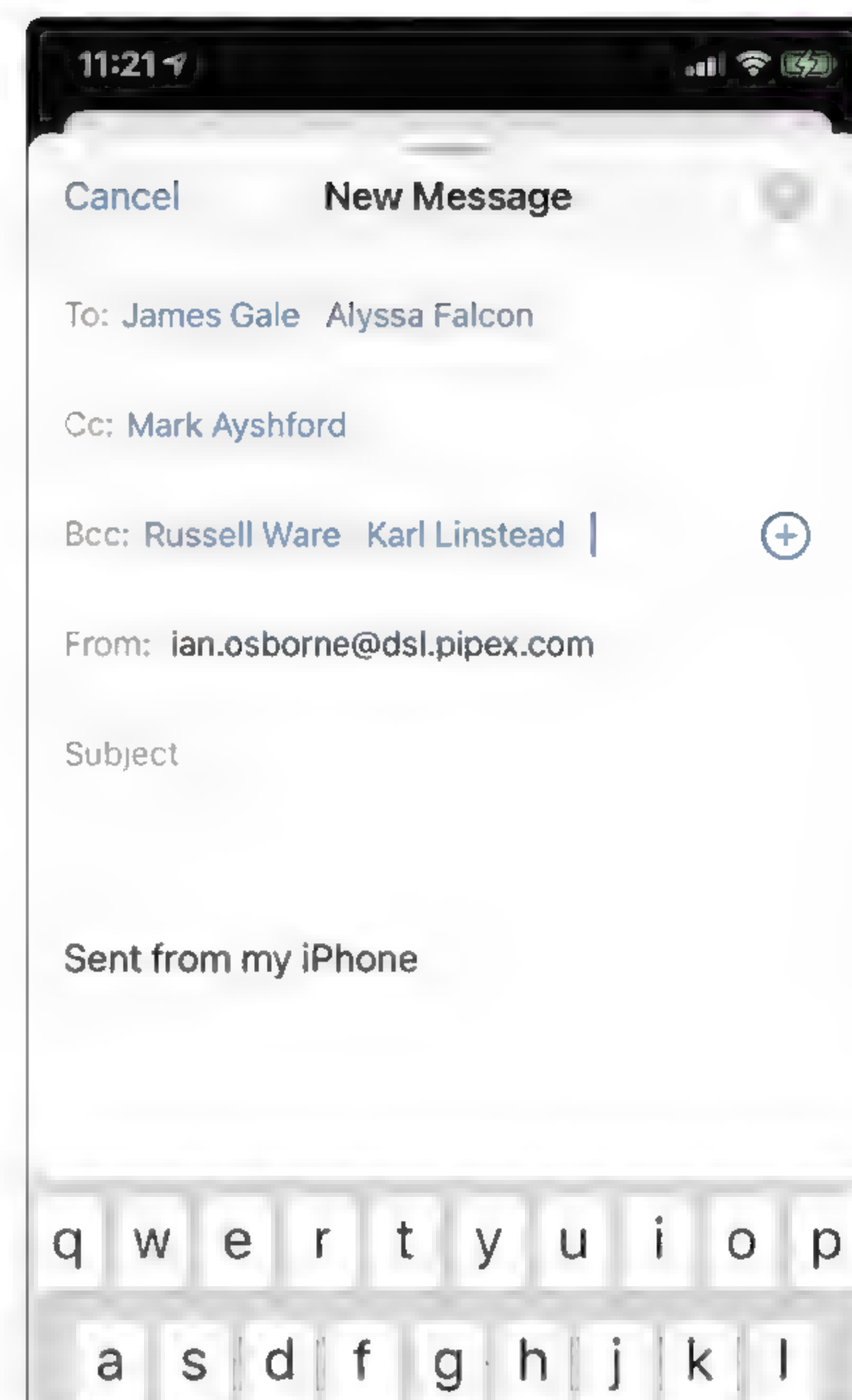
Sending an email using the iPhone's Mail app



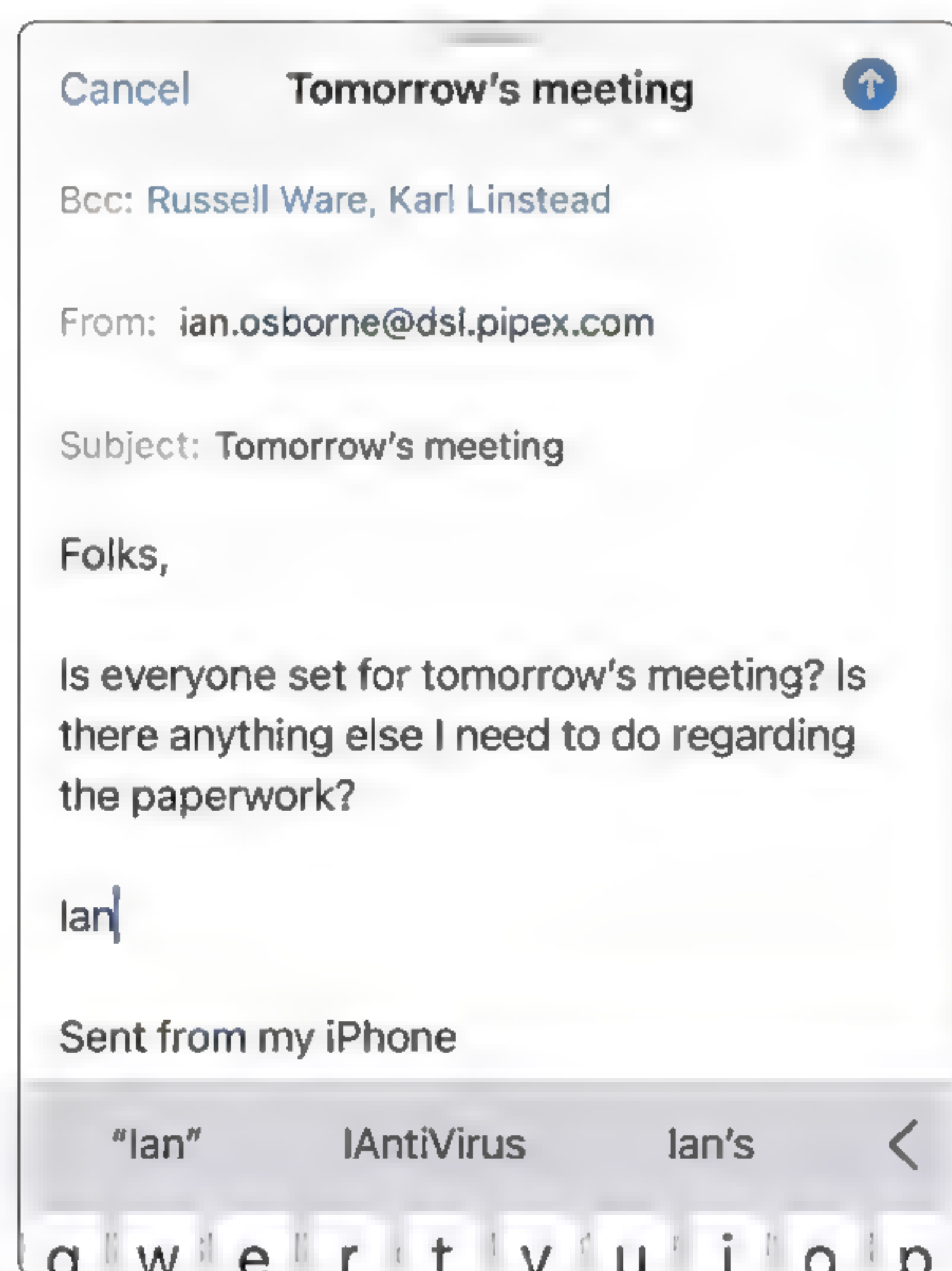
1 Tap the pen-and-paper icon (bottom right) for a new, blank email. Type the recipient's email address in the To field. If you've previously corresponded with them or they're in your contacts, you can type their name instead. Tap the Plus on the right of the To field to choose someone from your Contacts app.



2 You can add more than one recipient, by entering multiple email addresses in the To field. The email is sent to all of them. The app offers auto-complete suggestions as you type, and if a person has more than one email address, you can tap a chevron next to the name to choose which address to use.

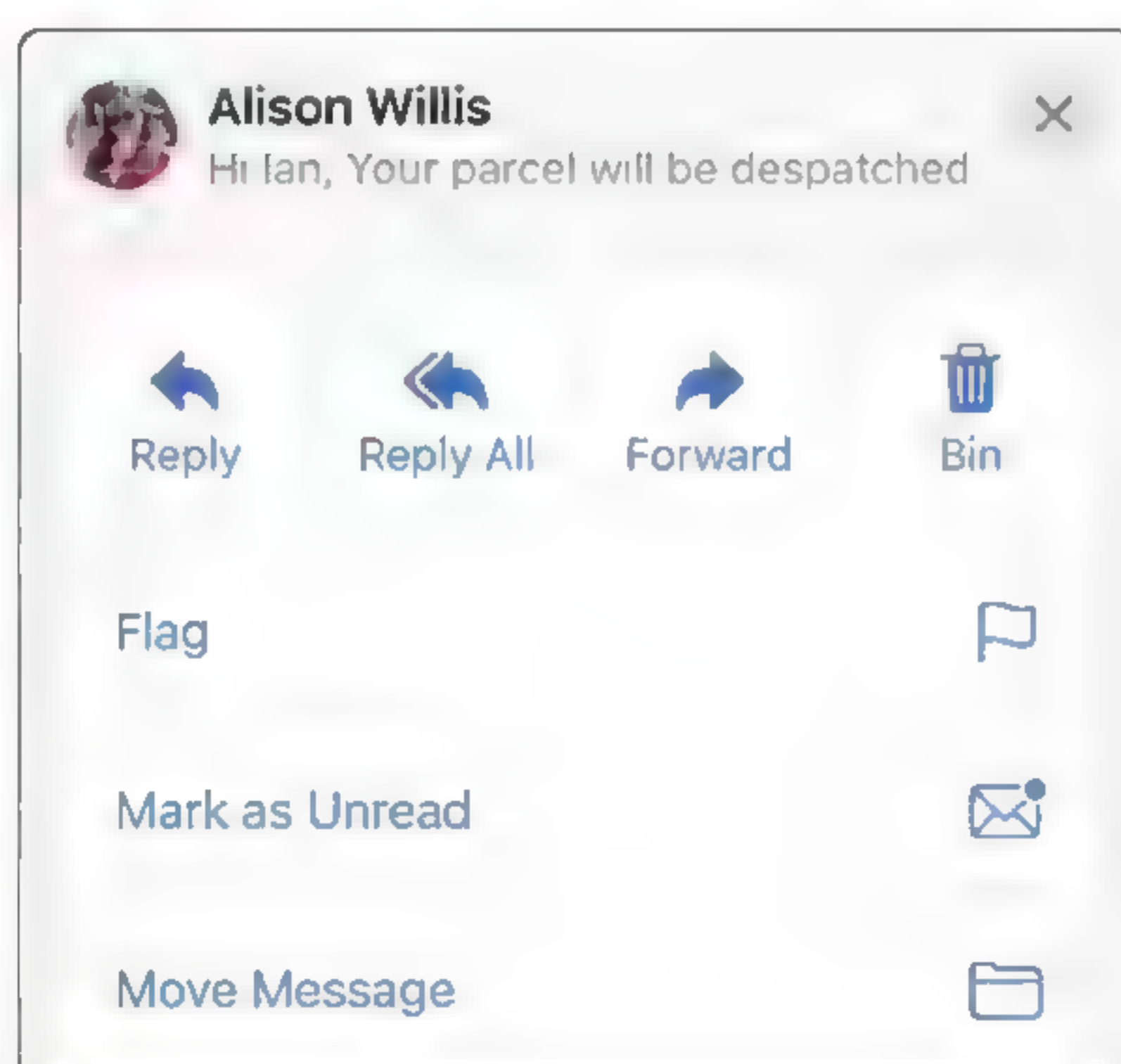


3 Tap the Cc/Bcc field and you can copy even more people in. Addresses in the To and Cc (carbon copy) field are visible to all recipients of the email, but those in the Bcc (blind carbon copy) field are withheld, so only you know they were included. The Reply All function doesn't reply to bcc'd addresses.

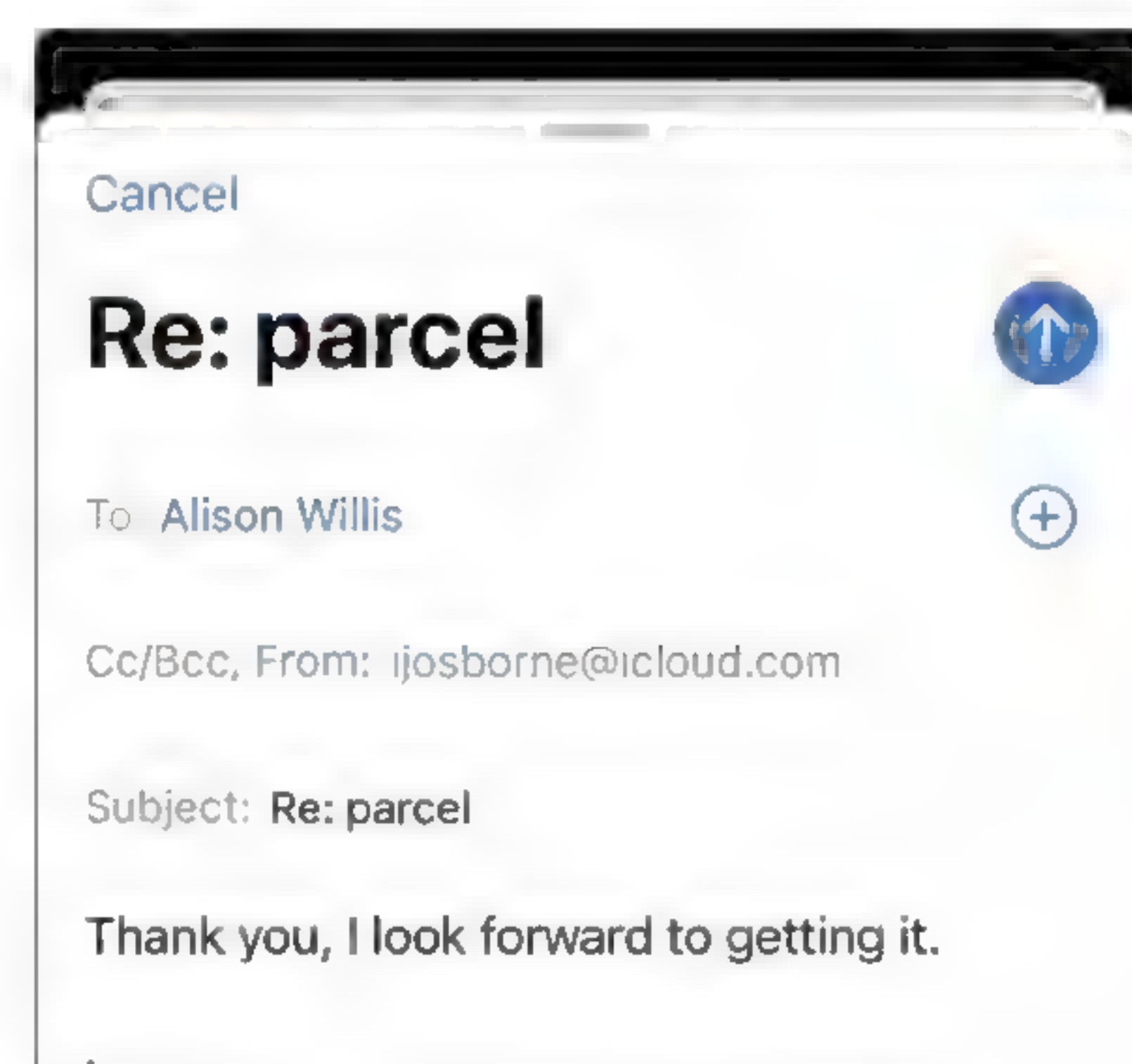


4 Type the email's subject and the content of the message and you're done. Tap the up-pointing Arrow icon in the top-right corner to send it. A progress bar at the foot of the screen shows it's on its way and when it's gone, you get a sound effect. You can see the sent email in the Sent folder.

Replying to or forwarding an email

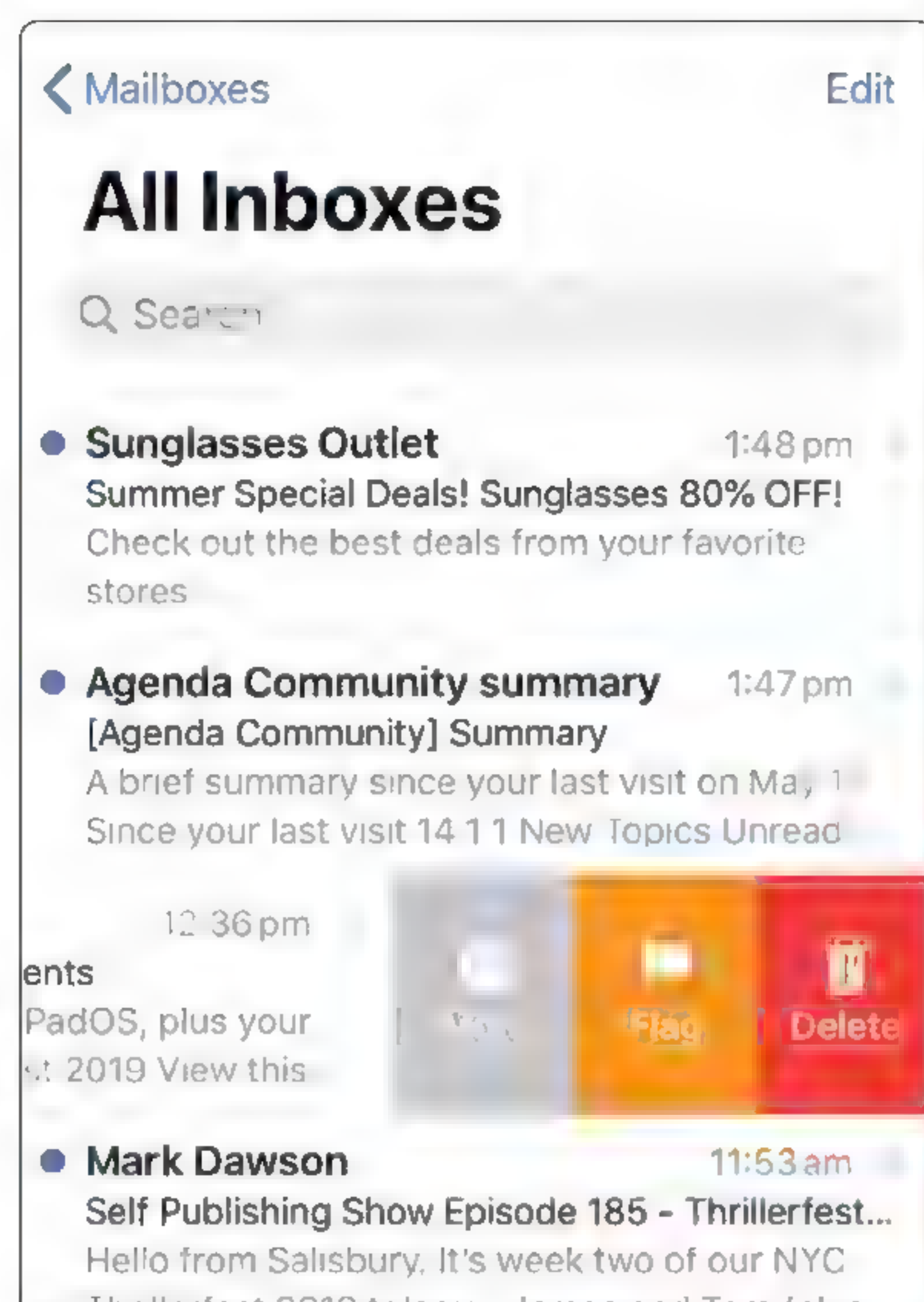


1 Open the email you want to reply to. Click the Arrow icon (bottom of the screen). A pop-up window appears, with a range of options; pull it up to see the full window. 'Reply' sends your response to the sender alone. 'Reply All' sends it to everyone who got the original email. 'Forward' sends it to a third party.

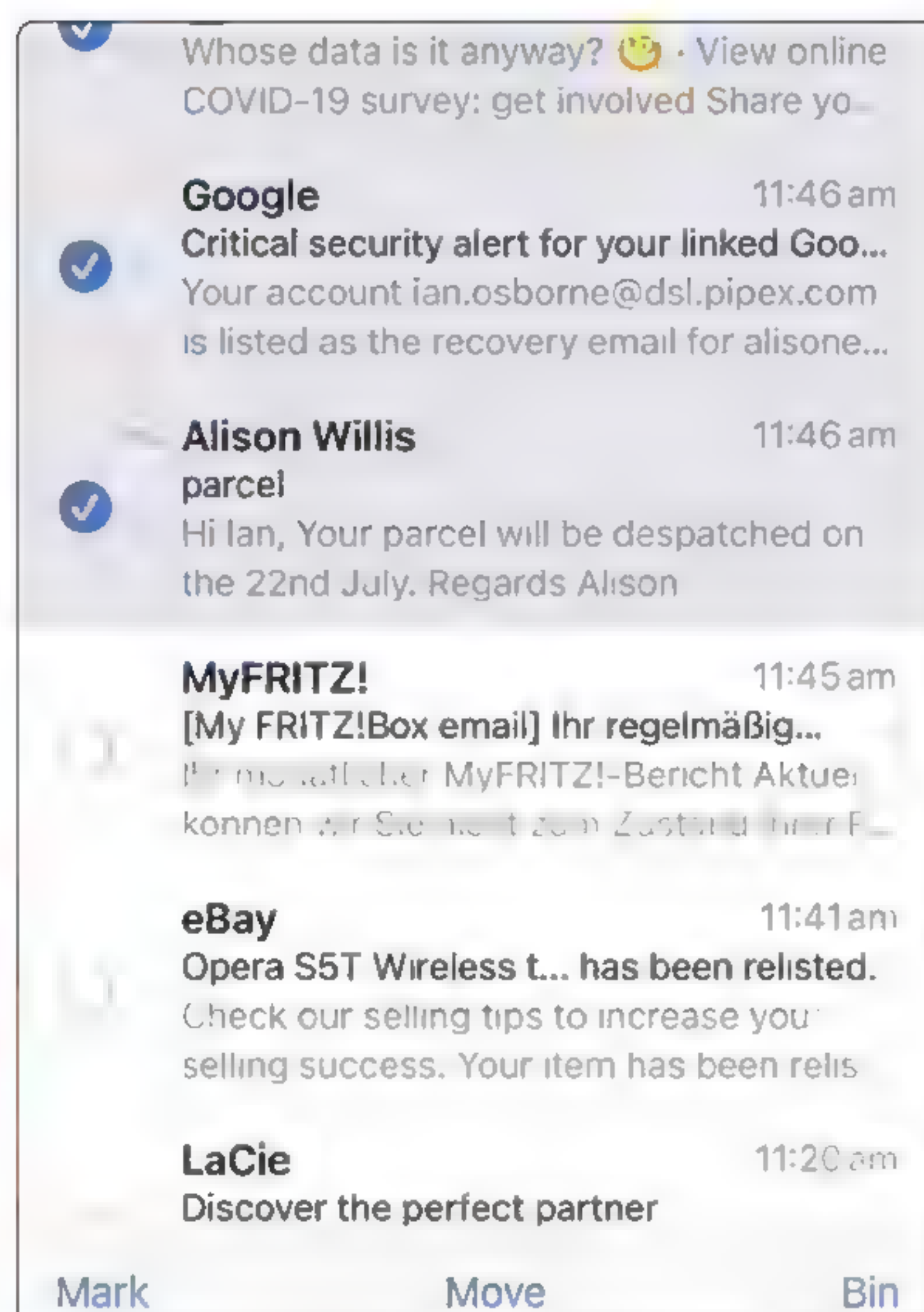


2 Open the email you want to reply to. Click the Arrow icon (bottom of the screen). A pop-up window appears, with a range of options; pull it up to see the full window. 'Reply' sends your response to the sender alone. 'Reply All' sends it to everyone who got the original email. 'Forward' sends it to a third party.

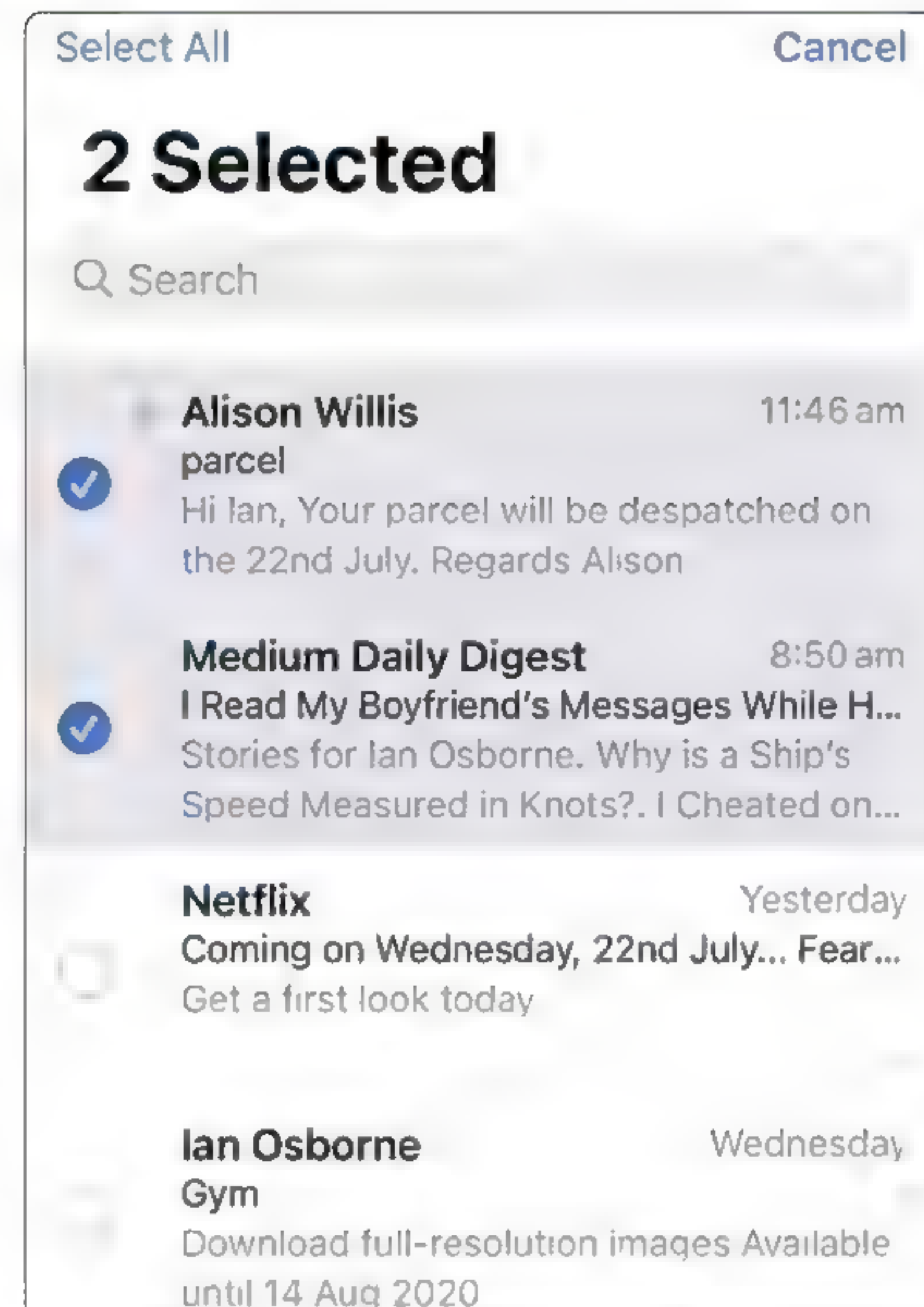
Deleting emails in the Mail app



1 You can quickly delete emails by swiping the message left and tapping the red Delete button as shown. Alternatively, swipe it further to the left and delete it in one stroke.

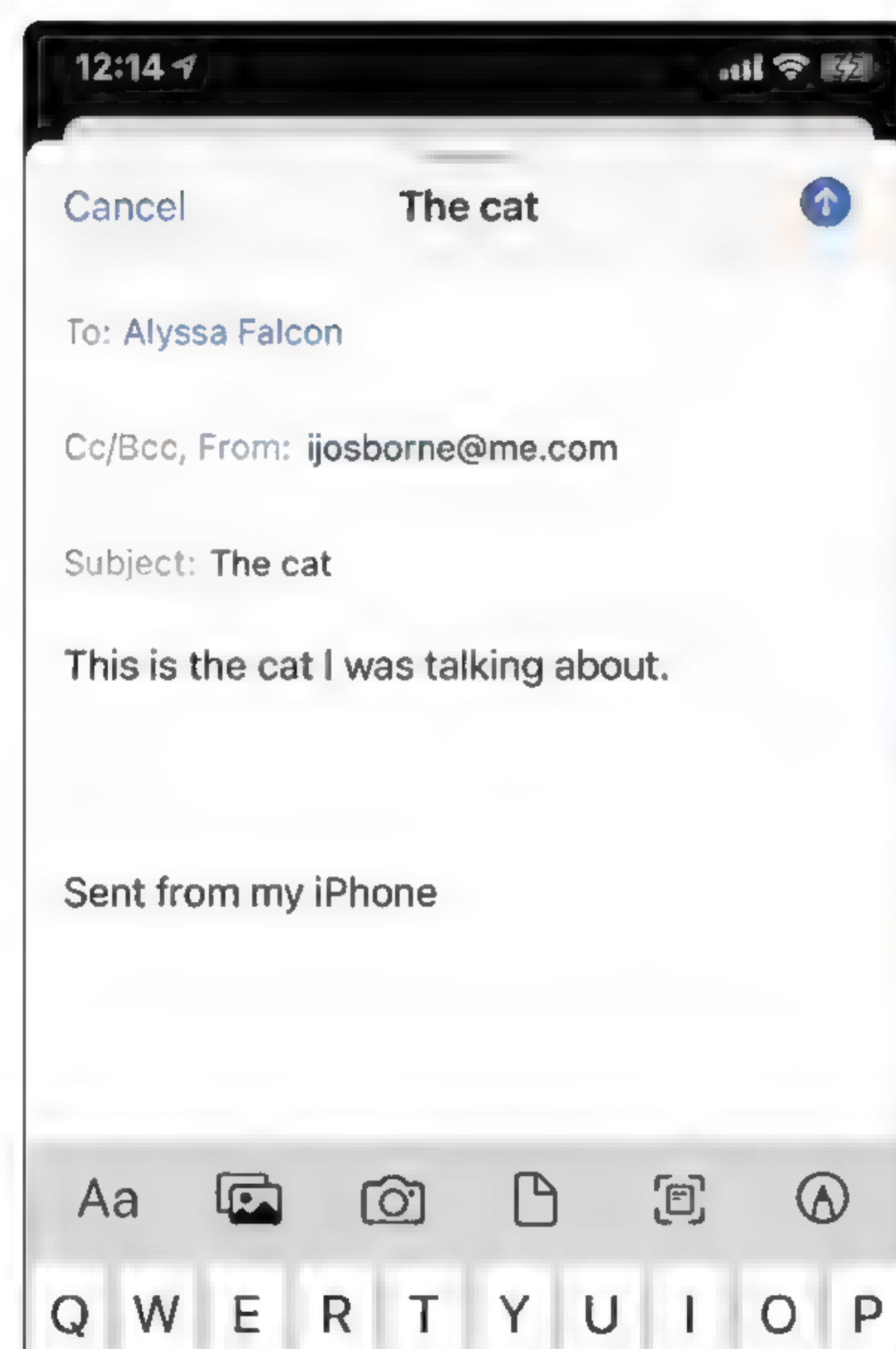


2 Tap the Edit link (top right). Empty circles appear next to the emails. Tap those you want to delete, or tap Select All in the top left to tick all the emails at once. Tap Bin (bottom right) to delete them.

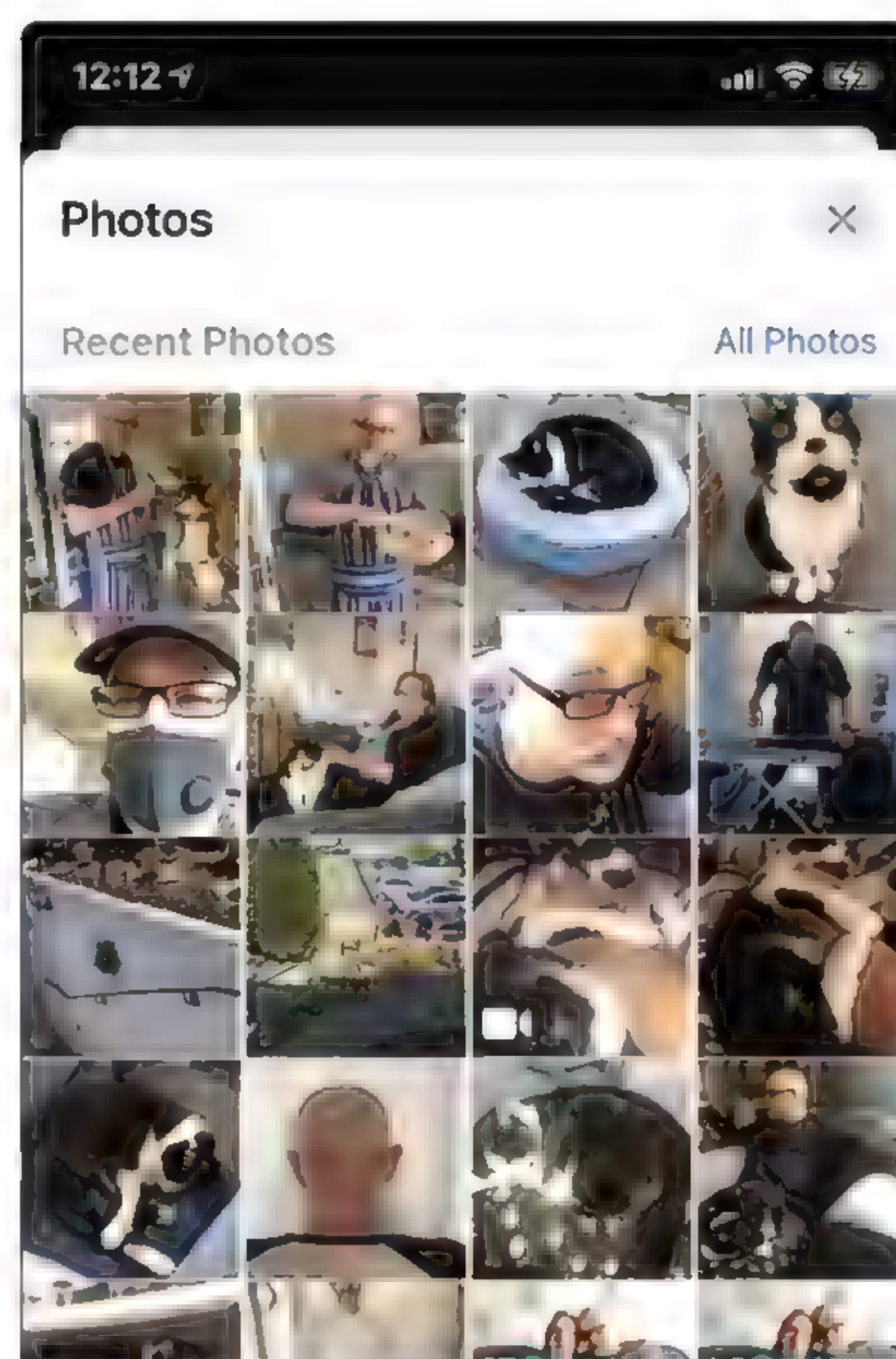


3 Tap Mailboxes (top left), then tap the Bin icon to see emails you threw away. Tap Edit (top right) select and delete those you want to get rid of permanently. Note the Select All link in the top left.

Sending attachments



1 Tap in the body of an email you're about to send. Tap the cursor in the top right of the keyboard to bring up these controls. They are, in turn, Formatting, Attach Photo, Take and Attach Photo, Attach Document, Scan Document, Markup. Tap the one you wish to use.



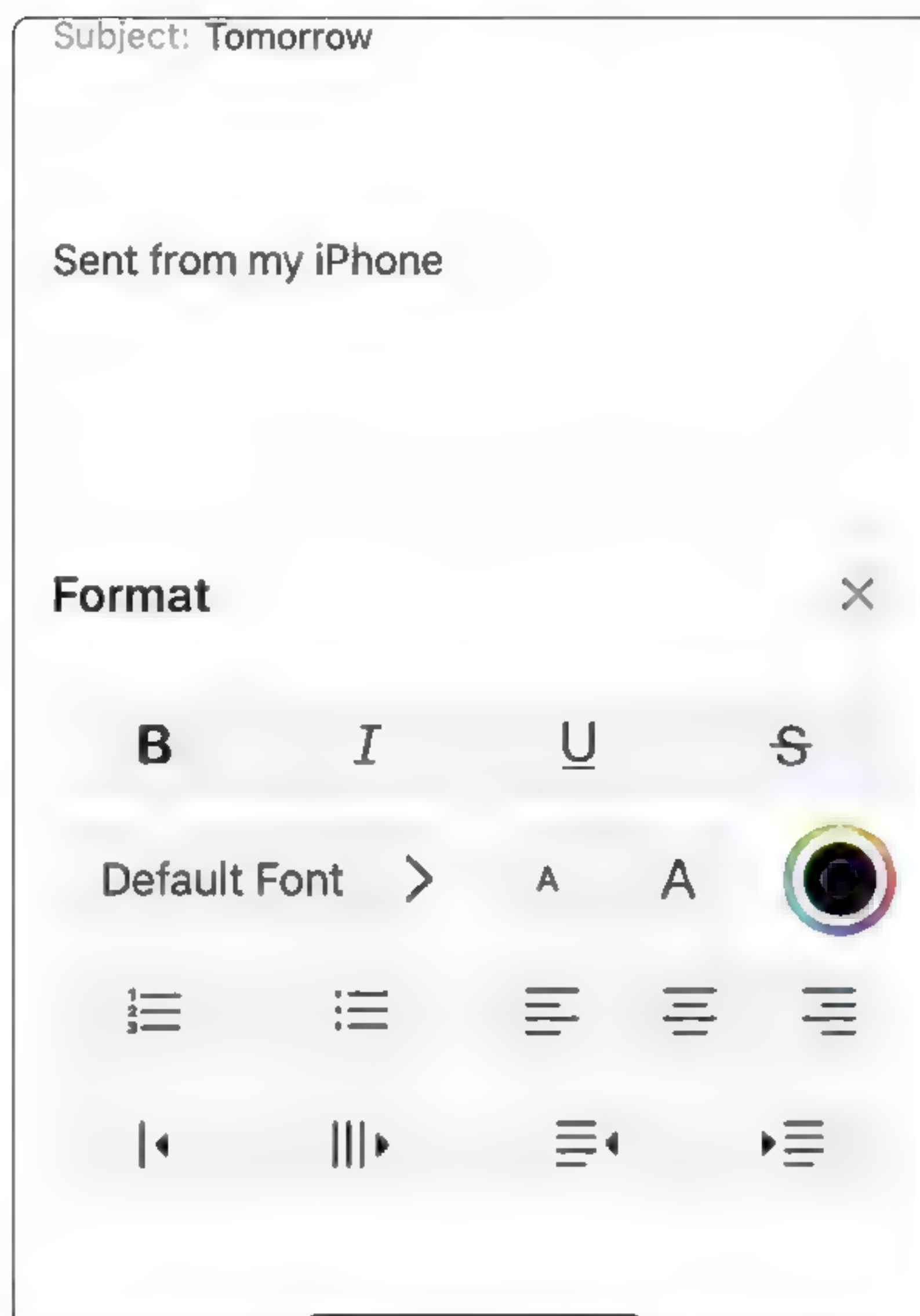
2 If you're sending photos, a window pops up showing available photos and videos. Tap all those you wish to send. When finished, tap the 'X' to go back to the email. If you're sending documents, you're taken to the Files app. Again, tap all those you want to send then tap 'X'.



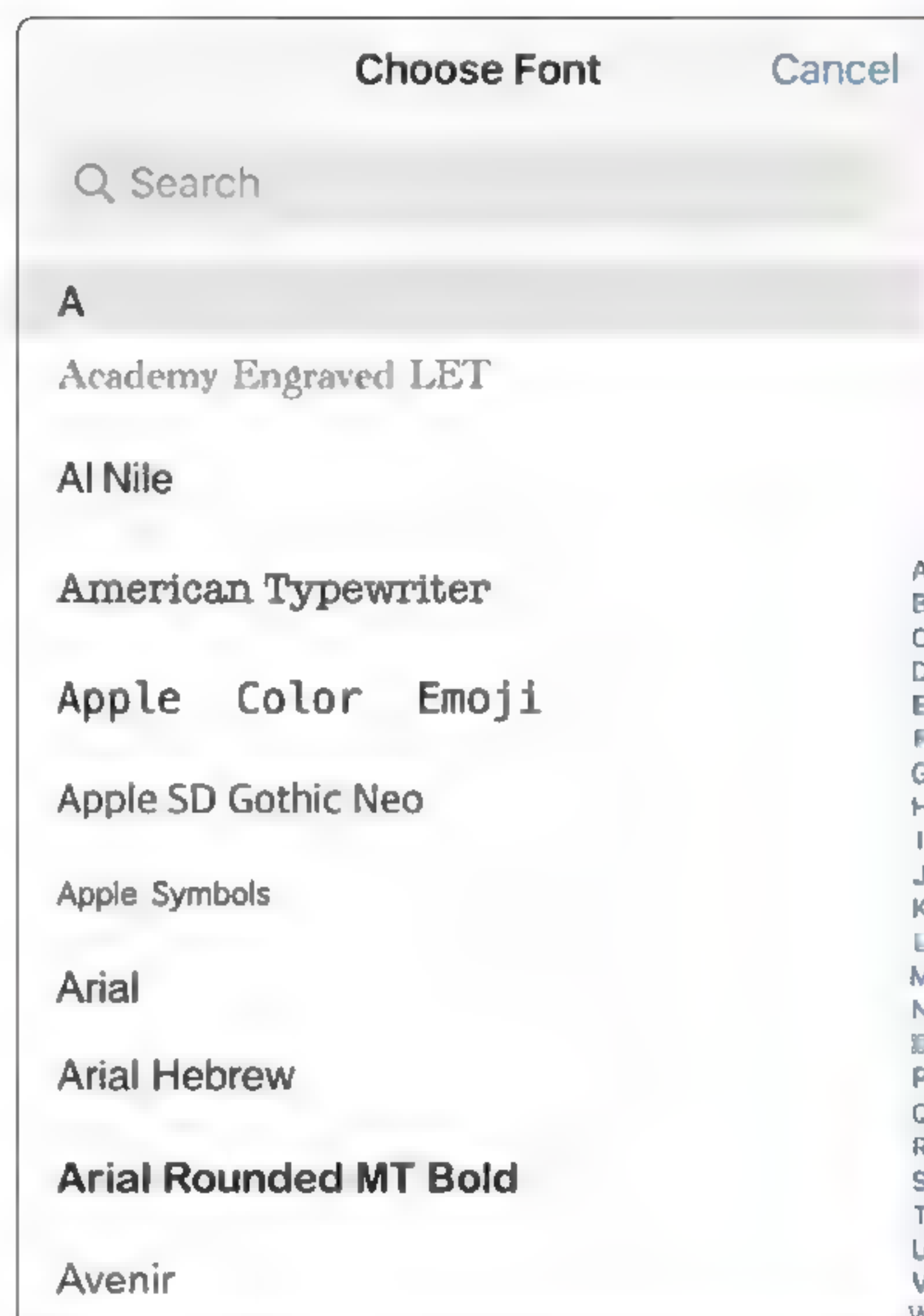
3 You can delete attachments you've added to an email before sending it; and add your message above or below the attachment too. If someone sends you an email with an attachment in it, you can tap it to open it and then tap Share for a range of options.



Formatting controls

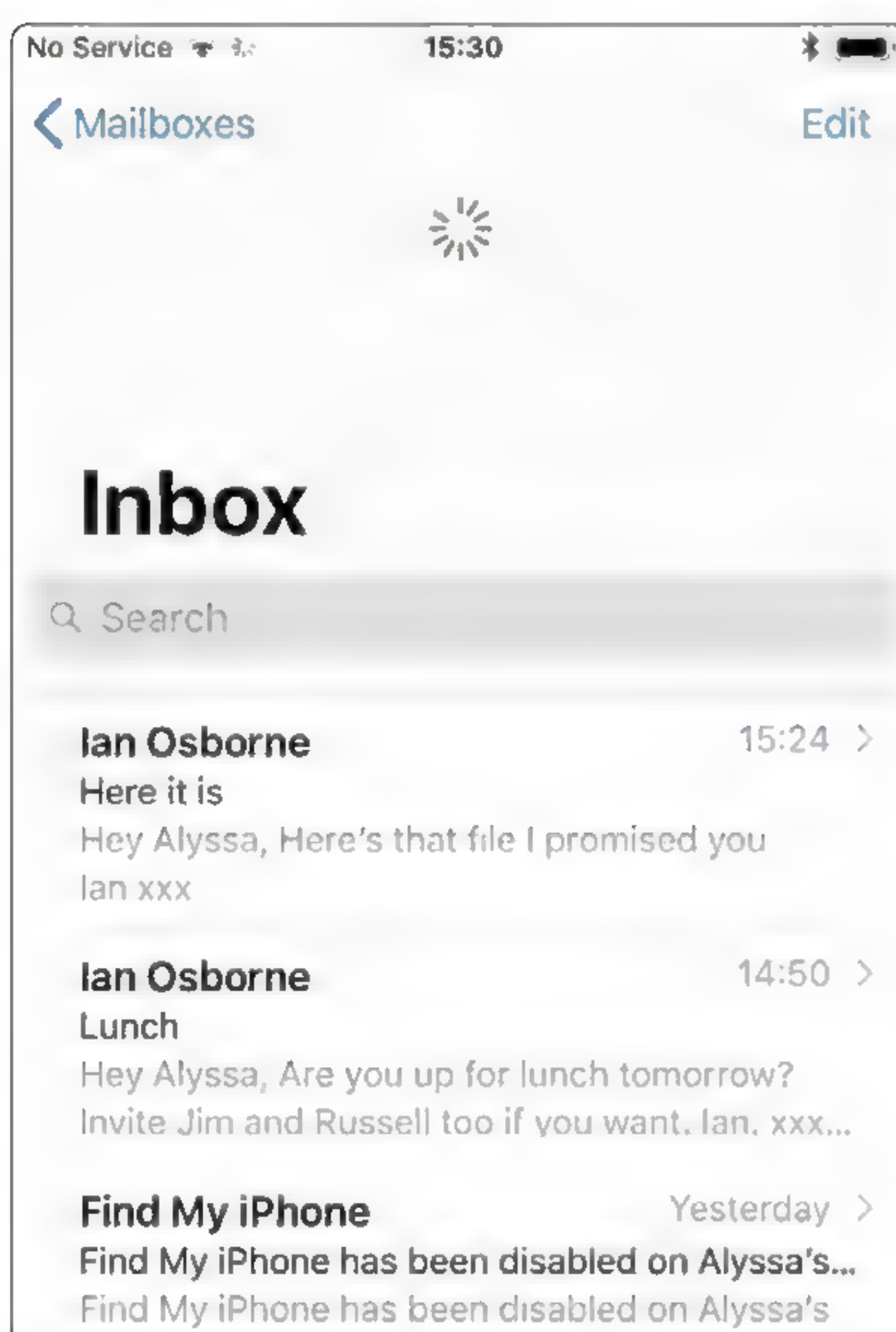


1 Tap the body of your email, then tap the chevron (top right of keyboard) to bring up the controls. Tap the 'Aa' icon for the formatting controls. With the first row, you can use bold, italics, underlining and crossed-out text.

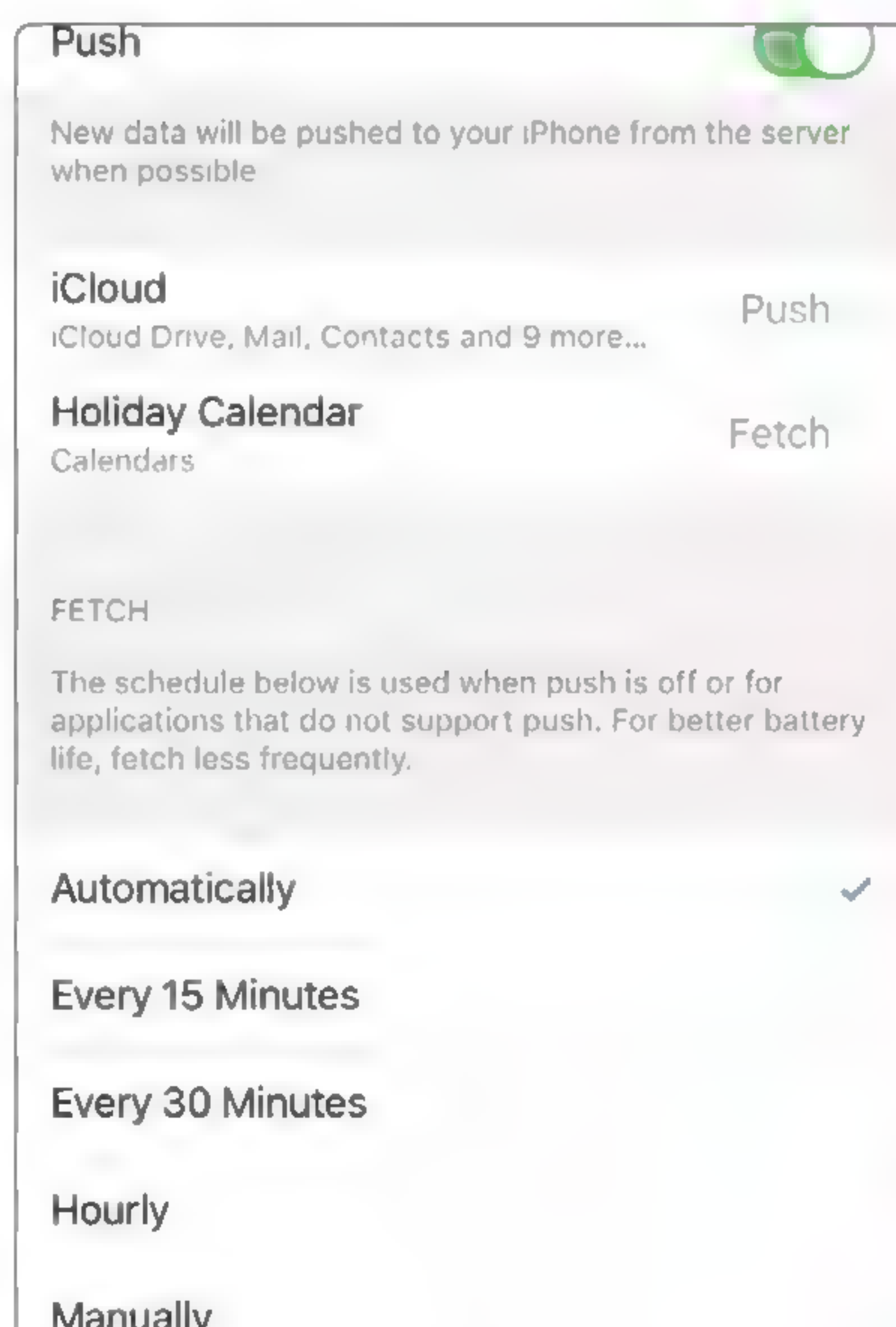


2 Tap Default Font to change the font used in your email. The other formatting options change the size and colour of the text, justify it left, right and centre, and make a list or set an indent, or reduce/increase the quote level.

Downloading new emails

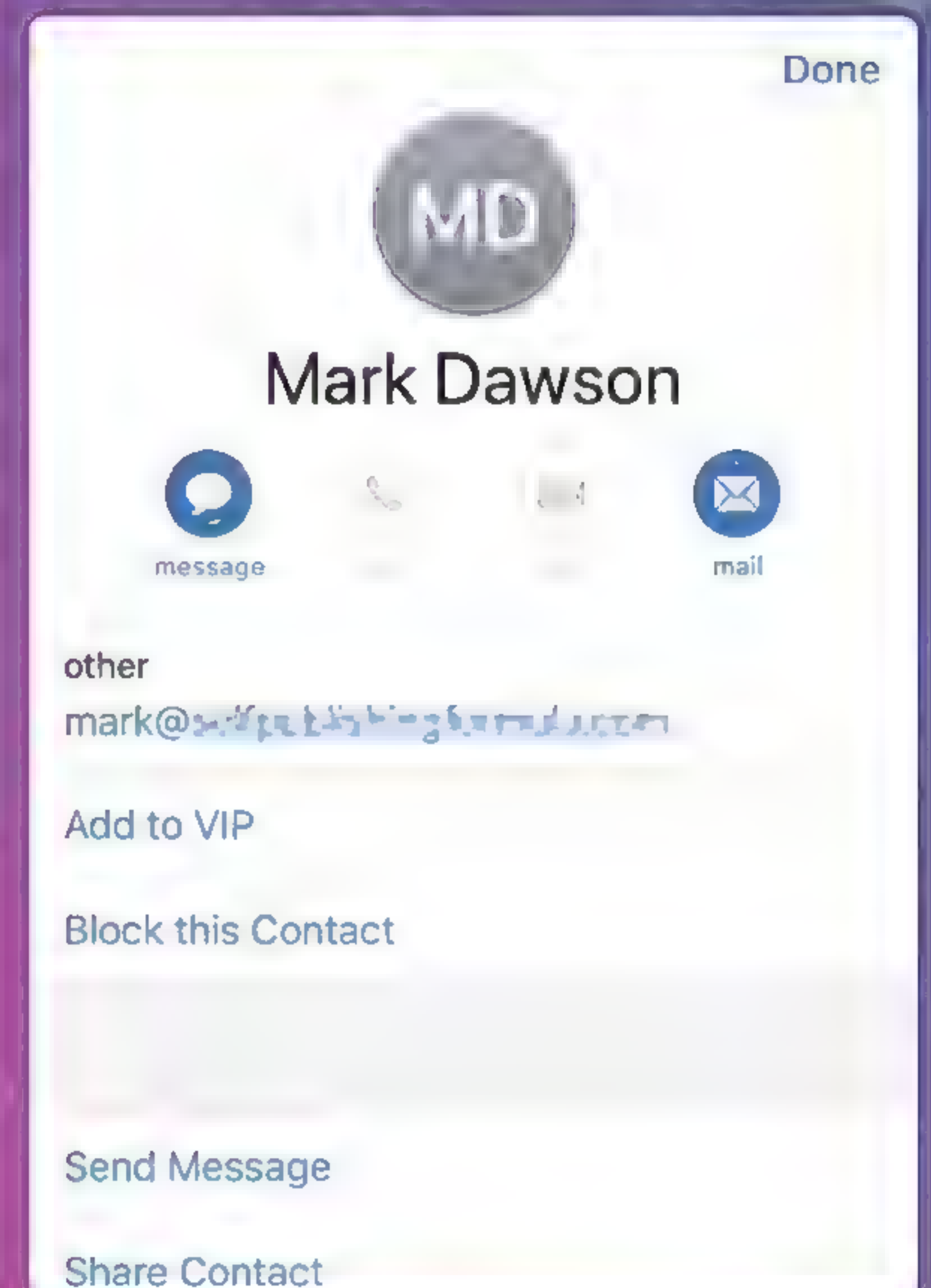


1 To manually refresh your inbox, pull the screen down until you see the swirl (seen here at the top). This shows the app is checking for emails. When it stops, the check is complete with all your new emails downloaded to your iPhone.

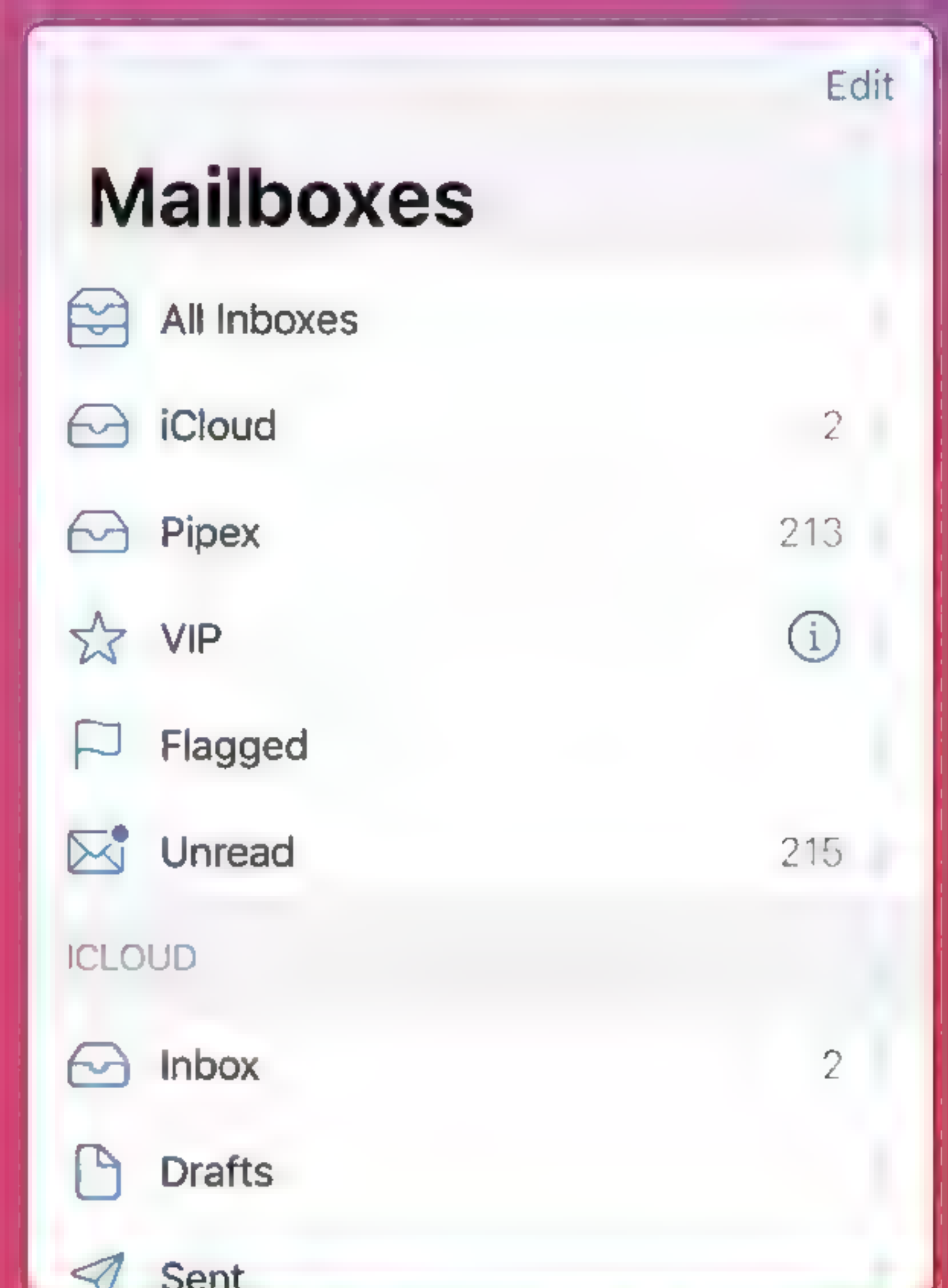


2 You can set Mail to check for new emails automatically. Go to Settings > Mail > Accounts > Fetch New Data. Set mail accounts to Push to have new emails sent straight to your phone, or Fetch to have Mail check at a set interval.

Adding VIP senders to Mail

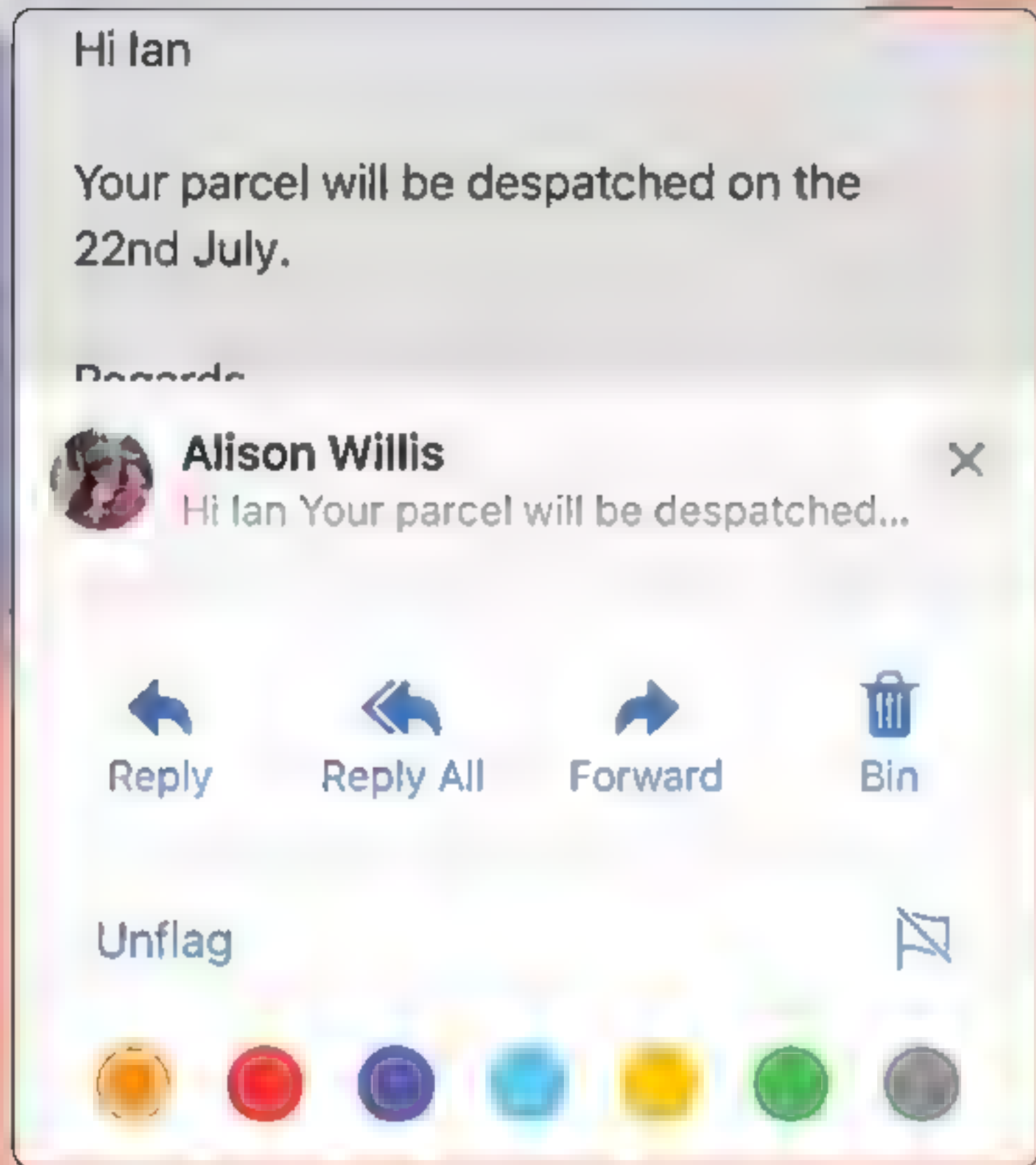


Find an email from the person you want to add to your VIP list, and open it. Tap the name of the person who sent it to open a list of options. Tap Add to VIP to add the person to your VIP list. Emails from VIP contacts are starred for easy spotting.



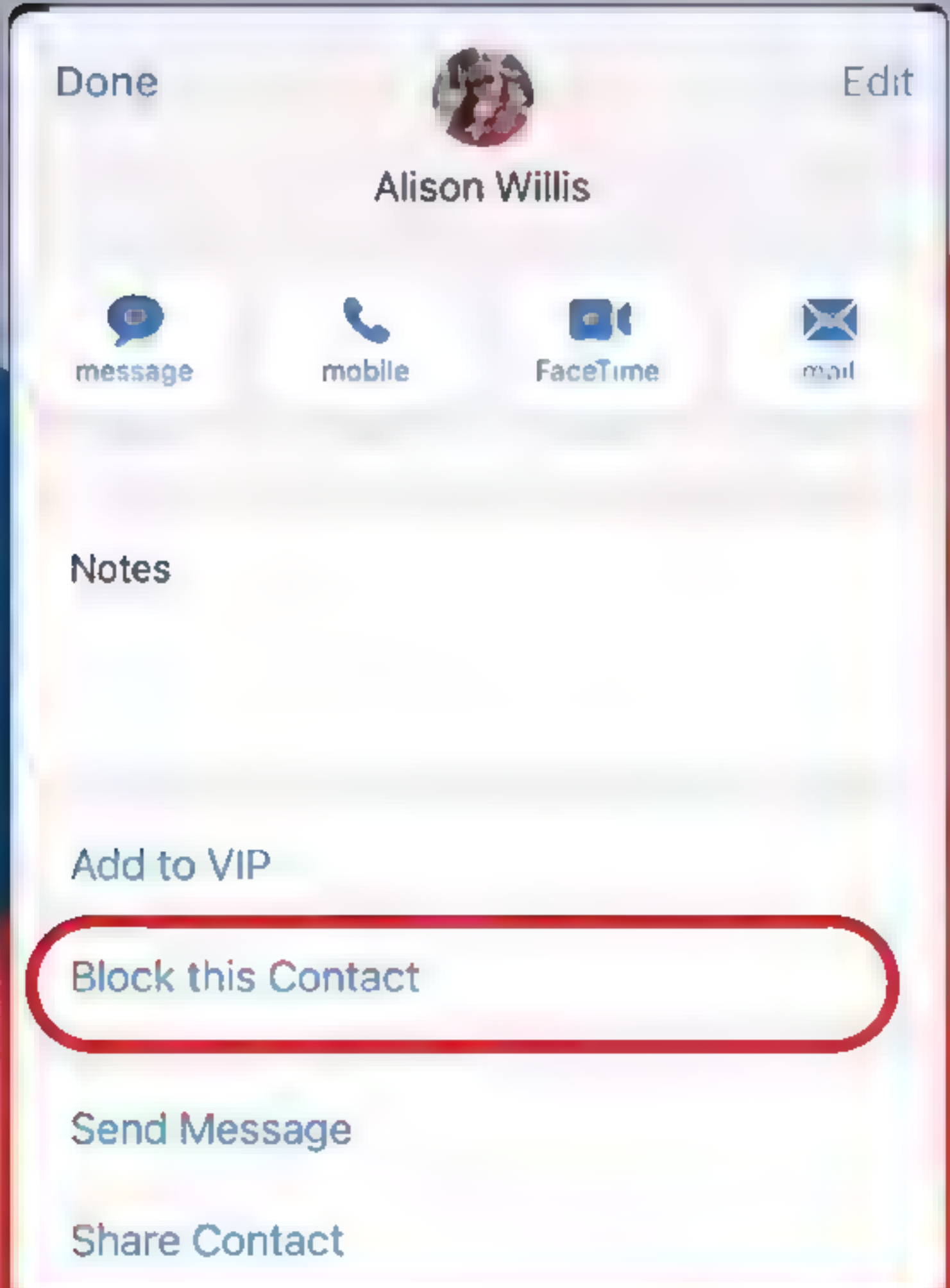
In the Mailboxes screen, VIP is listed as a separate mailbox; tap it to see emails from everyone on your VIP list. They appear in your inbox too, but this is a quick way to access mails from your most important correspondents.

Multicoloured flags.



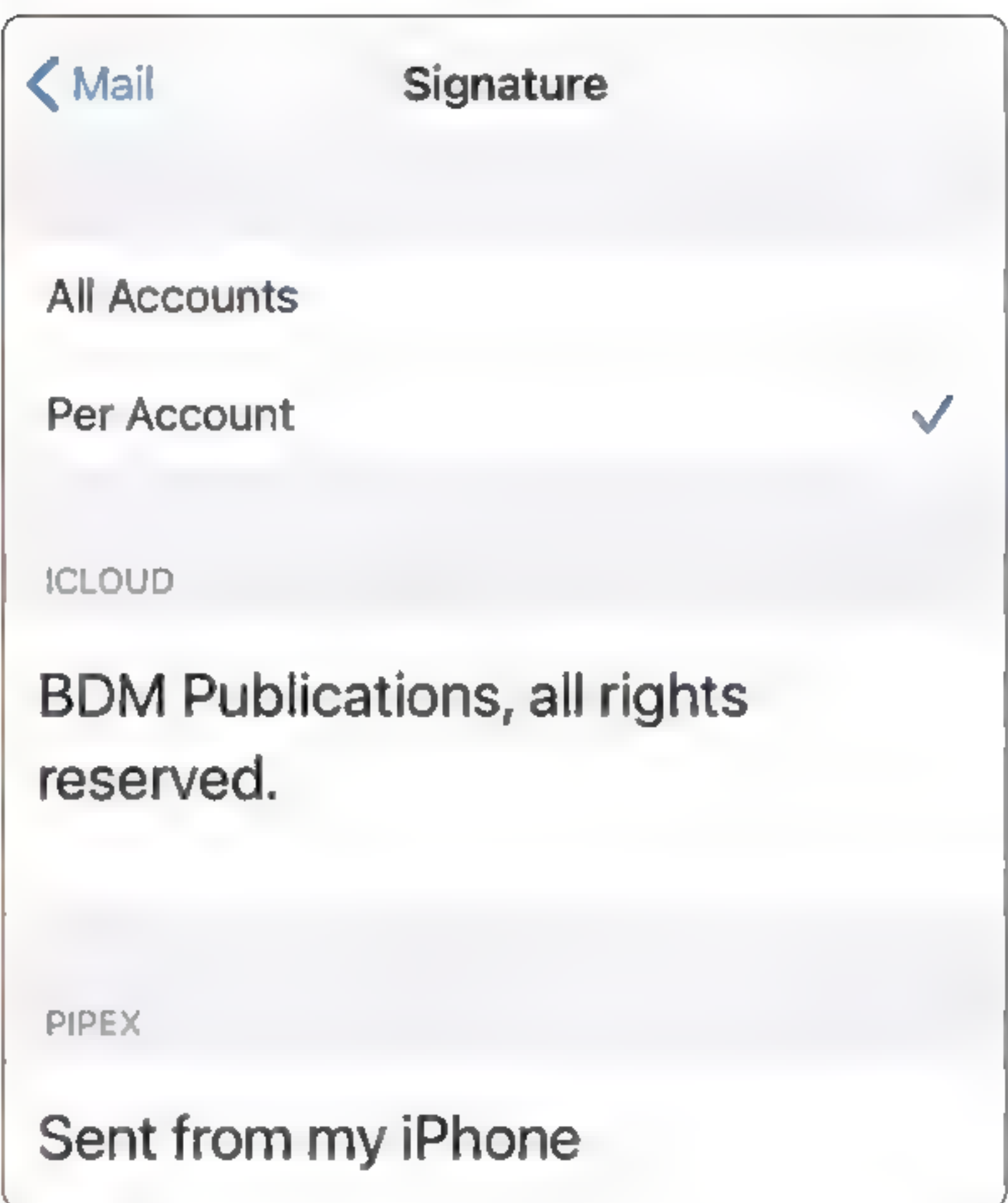
You can use a range of colours to flag your emails, which are synced across your devices. Open the email in question, tap the arrow icon at the foot of the screen, tap Flag, and choose a colour.

Block sender.

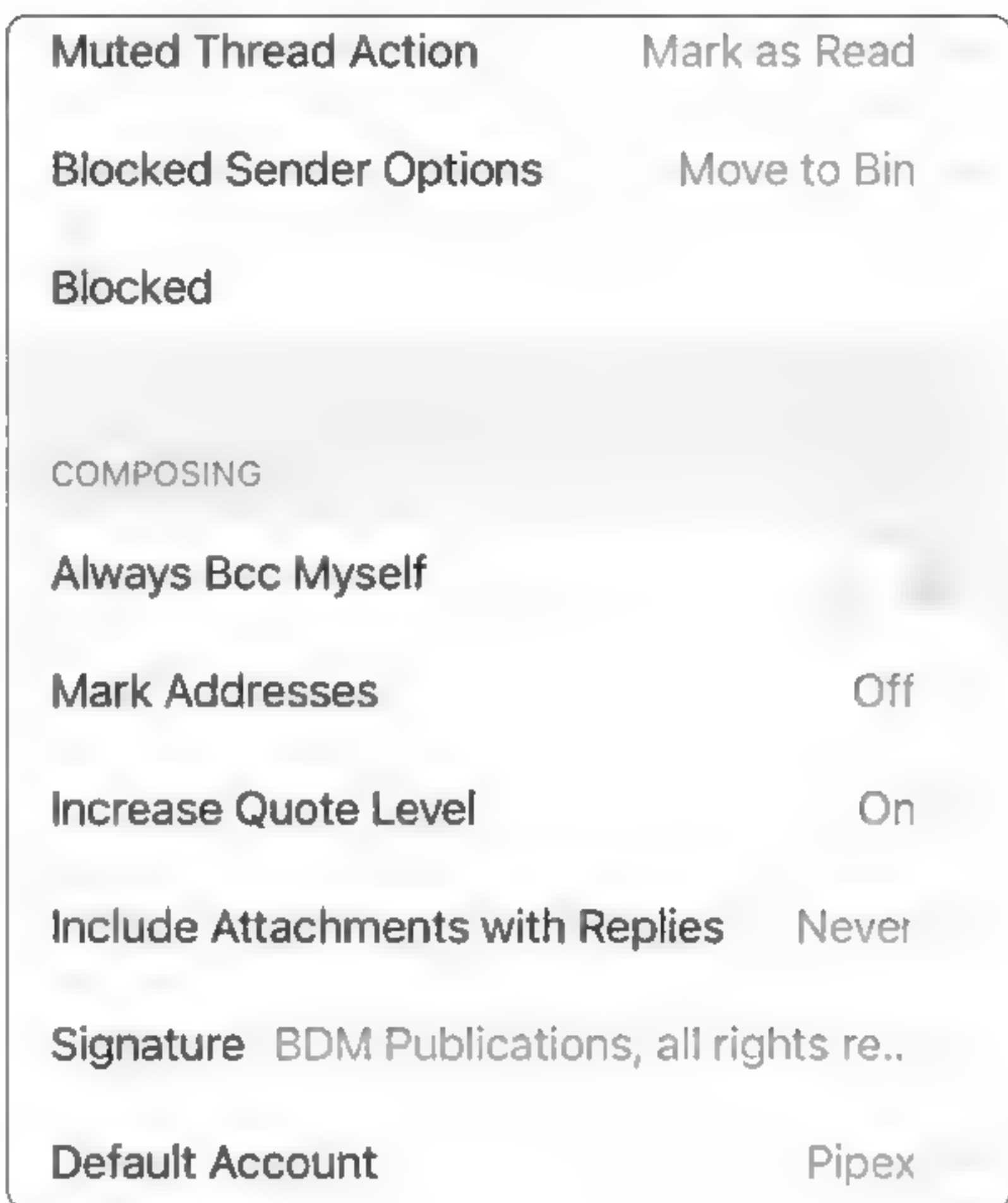


When you get an email from someone you want to block, tap their name at the top of the email and from the screen that pops up, tap Block this Contact. Their email address is added to your blocked list. In Settings > Mail > Blocked Sender Options you can set what happens to them. In Settings > Mail > Blocked you can add new numbers or addresses, or unblock by swiping left.

Using signatures

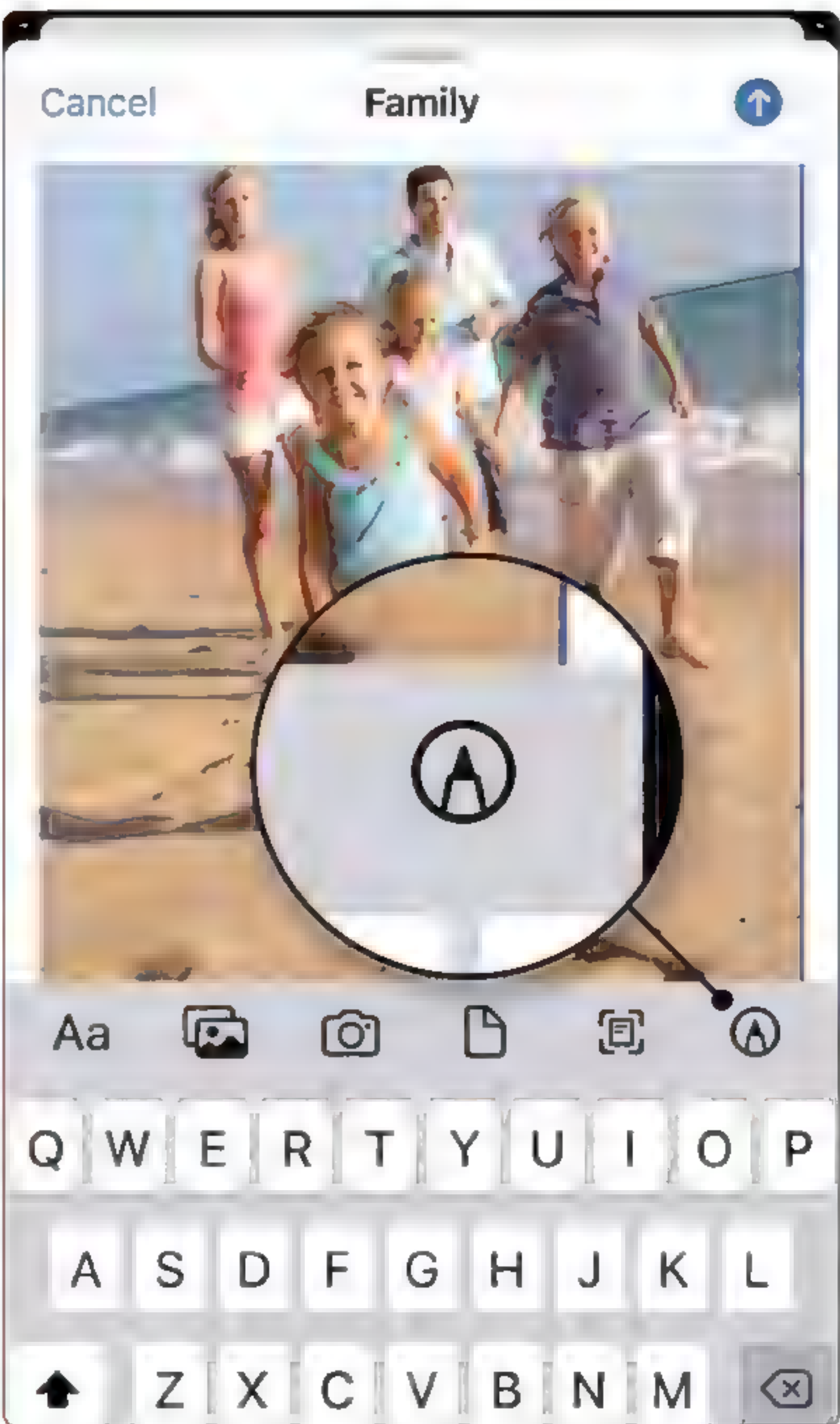


1 Go to Settings > Mail > Signature. By default, your signature reads, 'Sent from my iPhone'. Tap it and you can edit it to read whatever you like. If you have more than one email account, you can set separate signatures for each.



2 Tap Mail in the top left corner to go back to the Mail settings. In the Signature section, you see your new signature. Next time you write an email, your new signature is used instead of the default email signature.

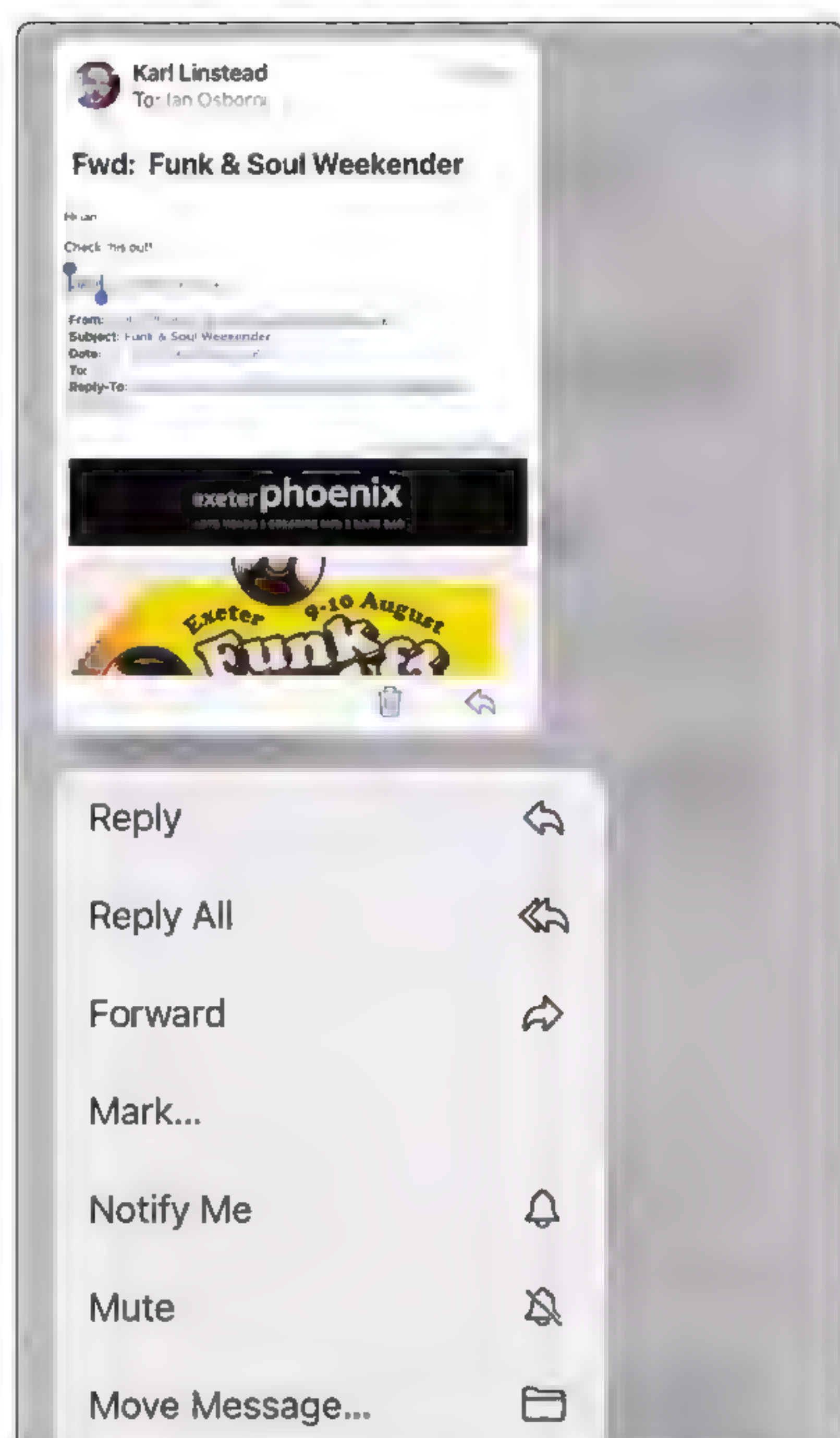
Mail markup



1 Open a new email and add the attachment you wish to annotate. If the keyboard isn't up already, tap the body of the email, then the chevron in the top right to bring up the tools. Tap Markup at the end of the row.

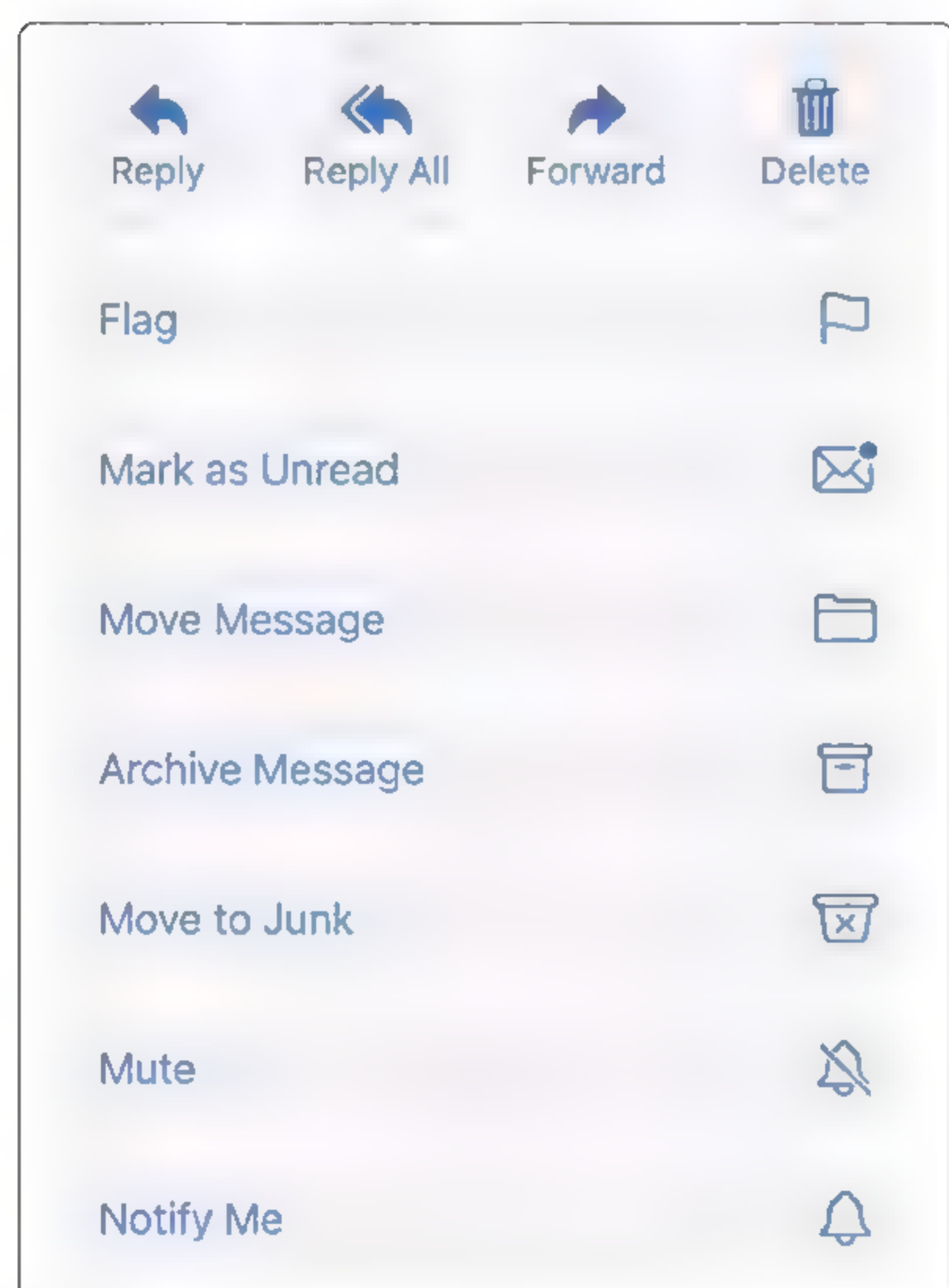


2 You can then use the tools to mark up the picture. Tap and hold a tool for customisation options, tap the colour wheel to change colours and tap the arrows in the top left for undo-redo. The + icon gives more tools.



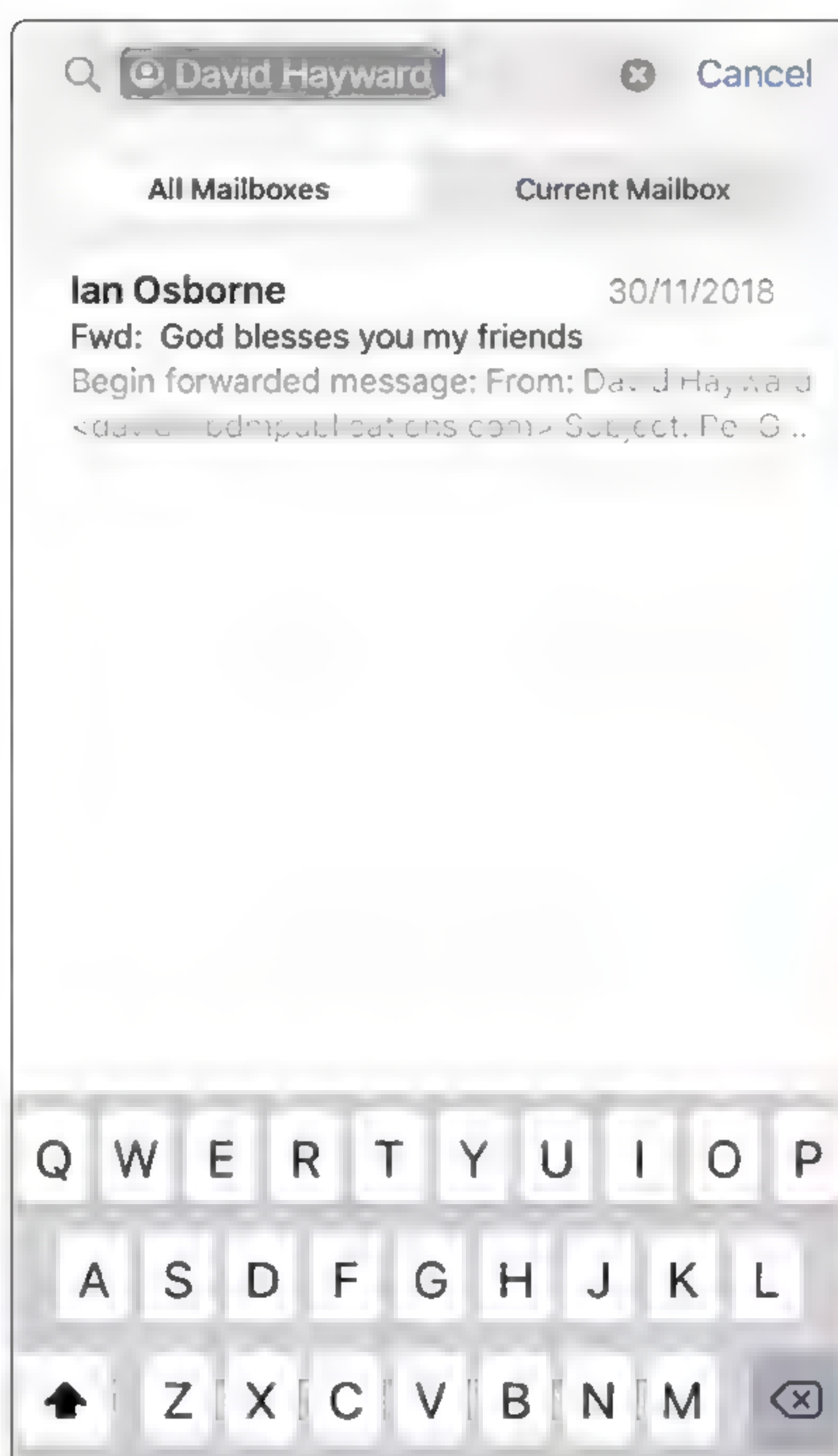
Long press on email

In your Mail app's inbox, tap and hold an email for a pop-up menu. Slide this menu upwards to see all the options it offers, which includes reply, forward, notify, mute, move, or delete it altogether. Tap Mark.. and you can flag it, mark it as read/unread, or move it to junk.



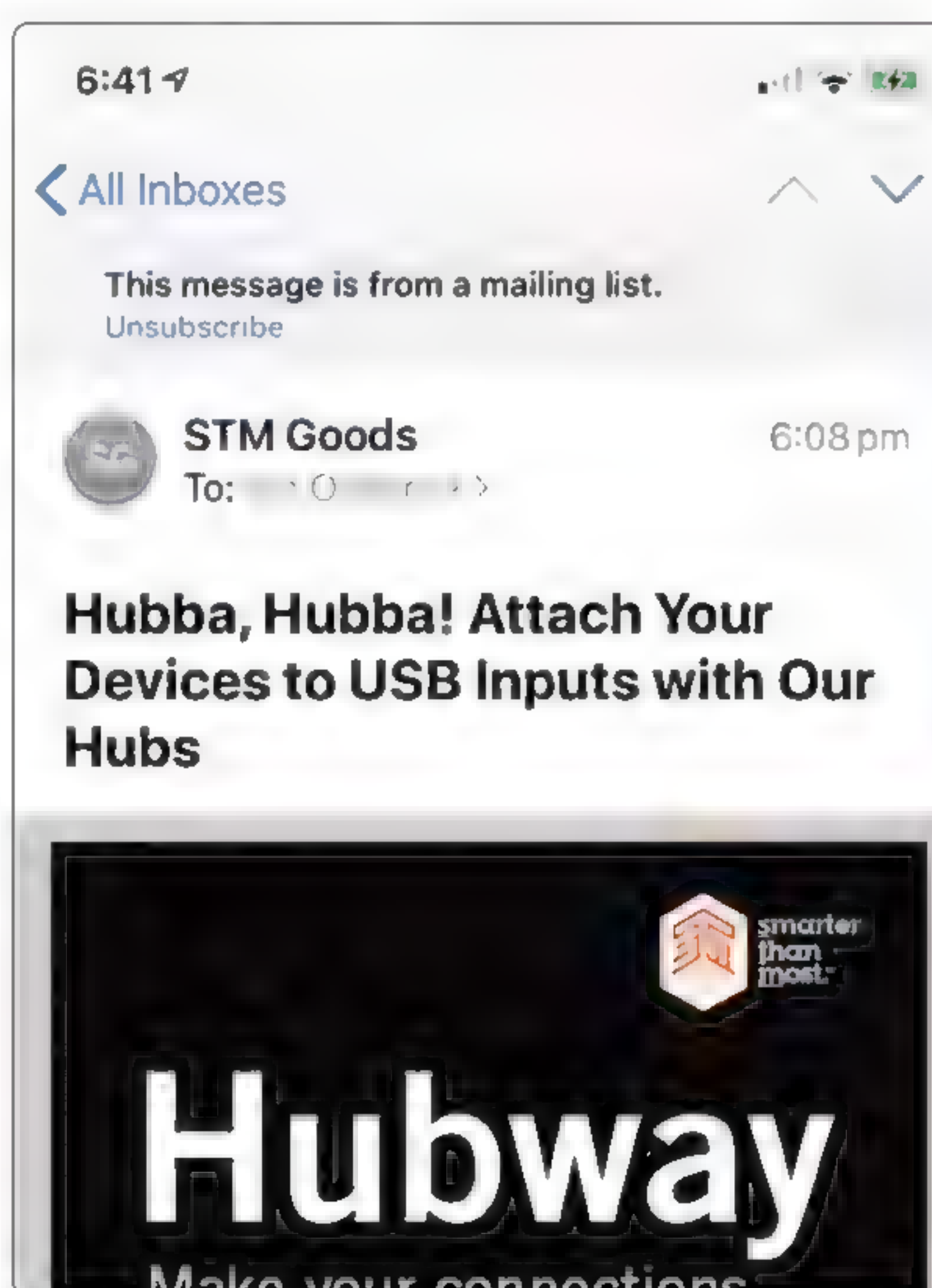
Email notifications

If you've turned off notifications for your Mail app but want a notification for replies to a specific email you're sending, tap its reply button and then tap Notify Me to activate Notifications. The email is then badged with a bell. Repeat to turn them off again.



Searching emails

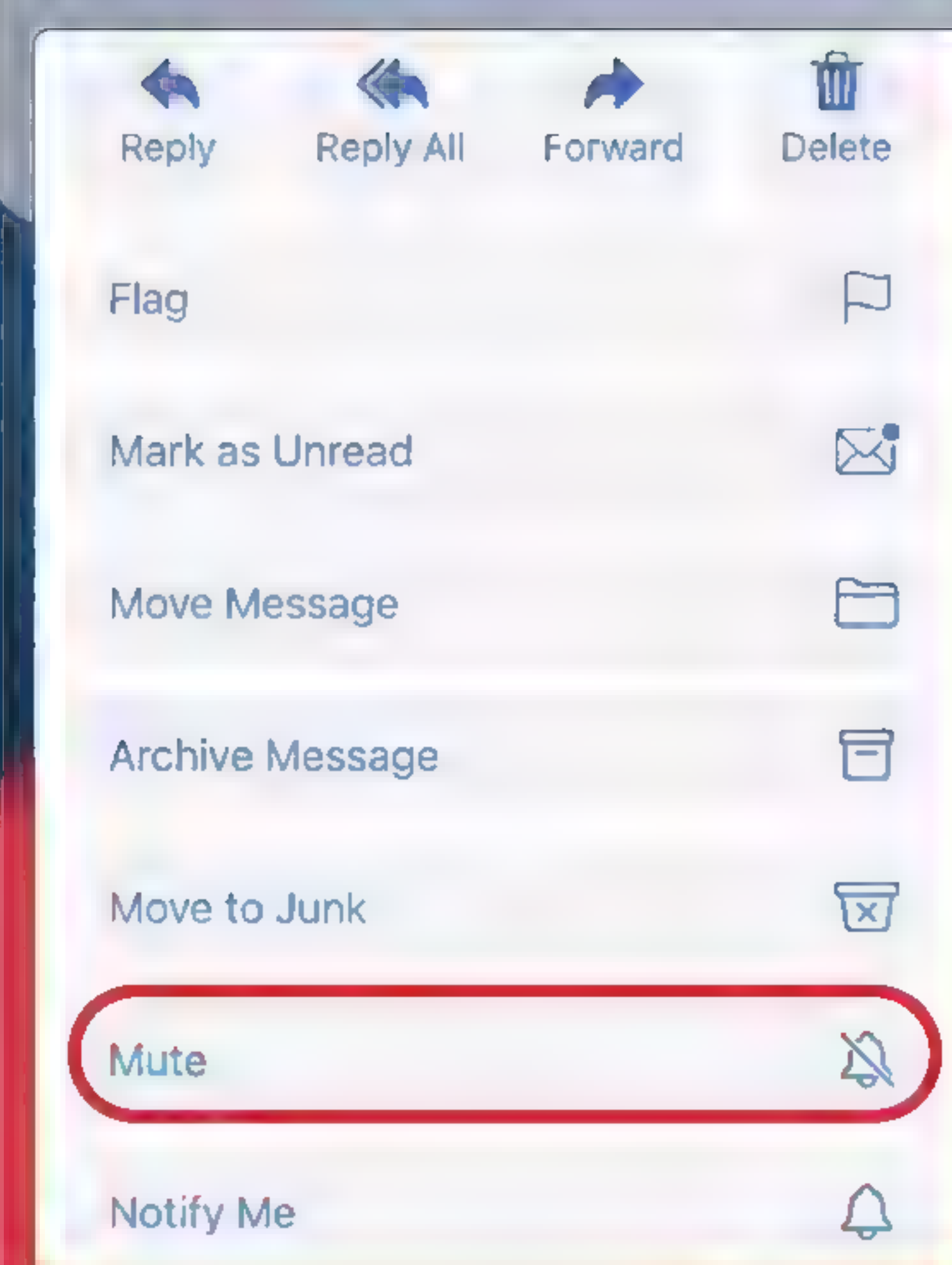
Using the search field at the top of the screen, you can search your emails. You can search all mailboxes or just one. If you look for a person, you can search for emails from, to, or mentioning that person. There are more features than ever in the Mail app's search.



Email unsubscribe

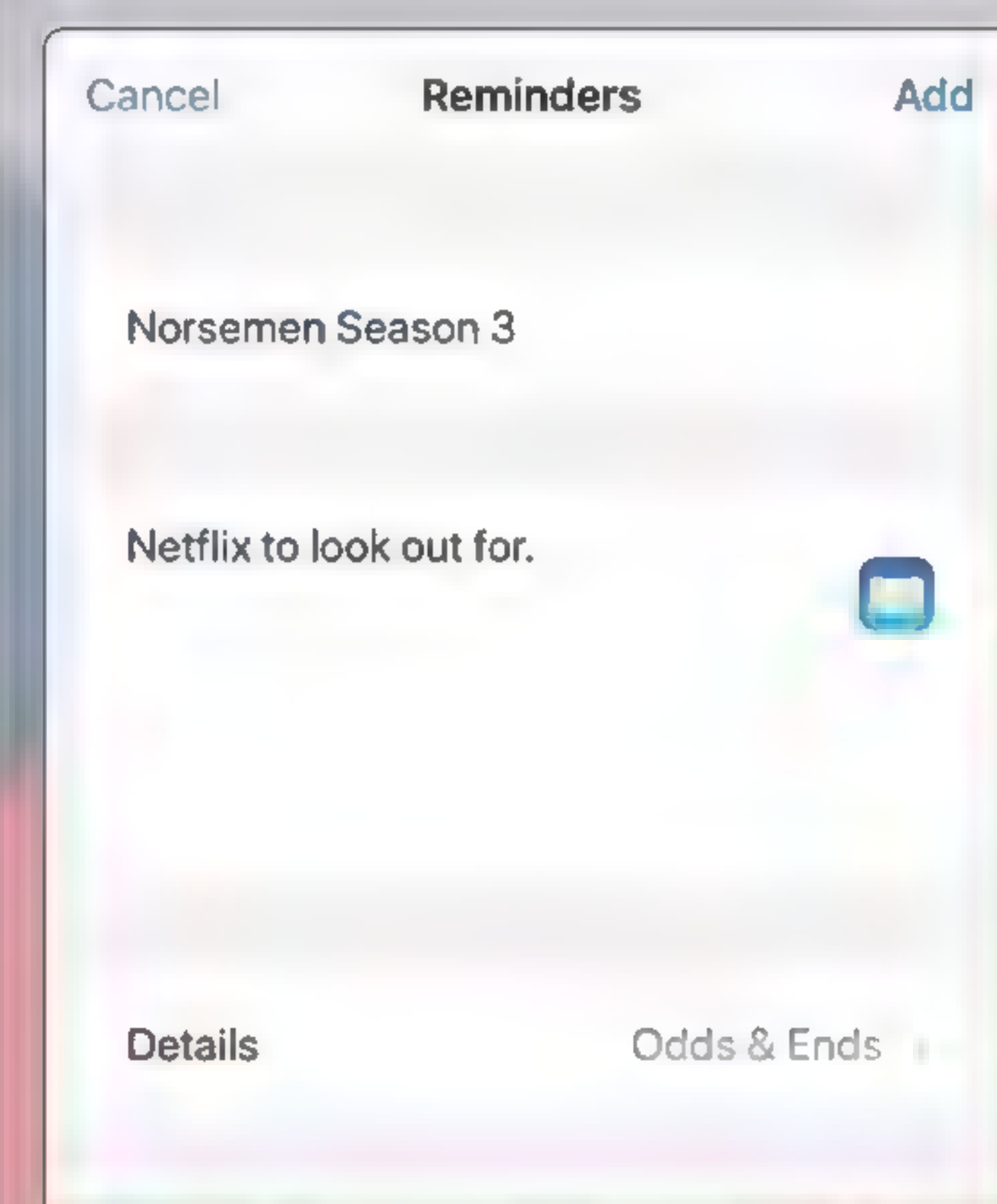
These days, it's a lot easier to unsubscribe from mailing lists. If Mail sees that an email has been produced by such a list, it automatically adds an Unsubscribe link at the top of the email. Tap this link if you want to remove yourself from that particular mailing list.

Mute thread.



You can mute an email thread by opening the Reply menu, and tapping Mute. Alternatively, from your inbox, swipe the email left, tap More, and then tap Mute. To unmute, repeat these procedures and tap Unmute.

Create Reminders.



You can create reminders directly from Mail. Tap and hold the body of the email until the pop-up bubble appears. Tap Share in this pop-up bubble, and from the menu, tap Reminders. You can edit the title, add notes and choose which Reminders list it will go. Tap Add when you're done, and the reminder is added to your Reminders app.

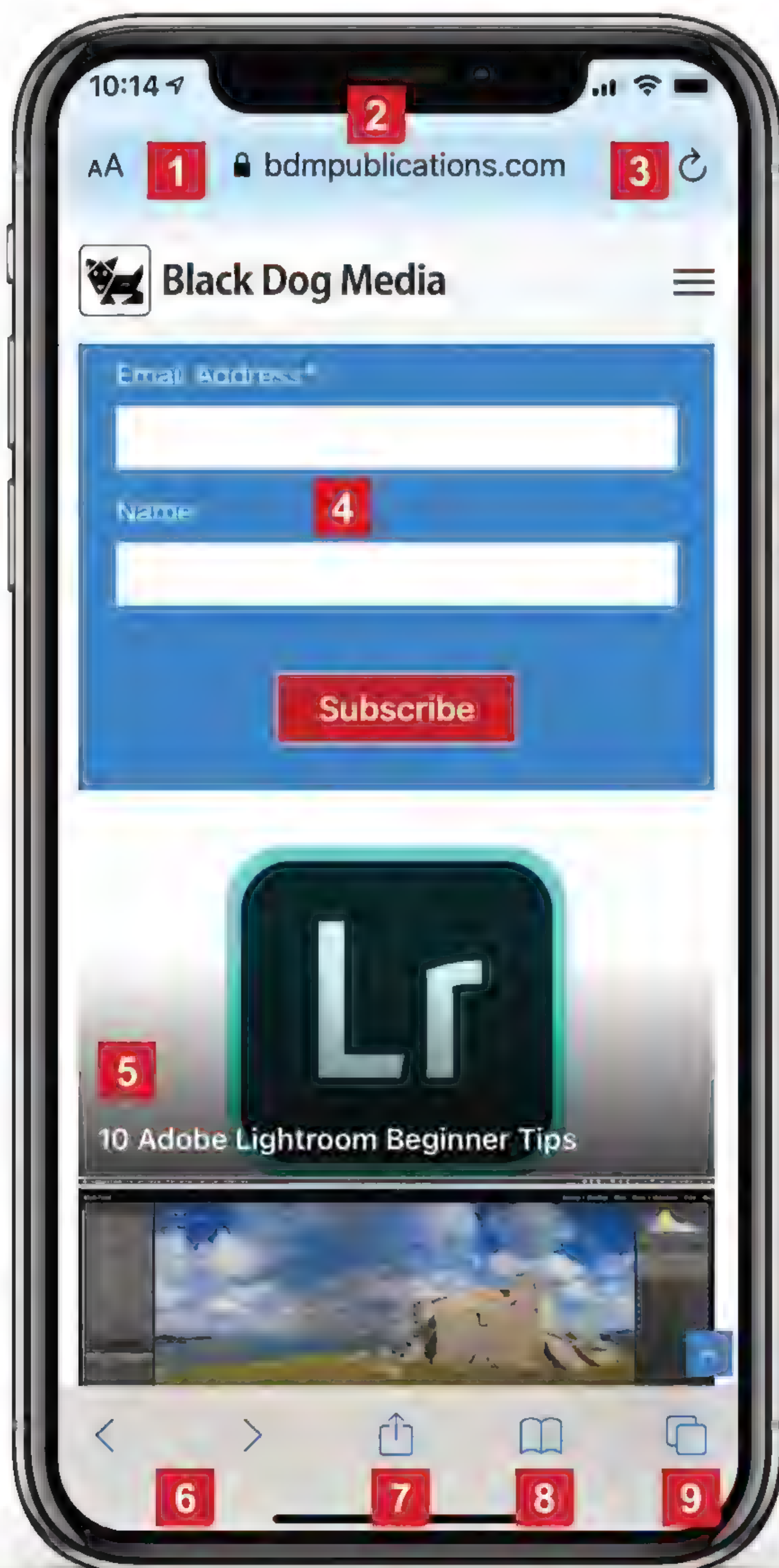


Safari App

Apple's Web Browser

Safari is the iPhone's bundled web browser. With it, you can surf the worldwide web, save your favourite pages as bookmarks, do your Internet shopping and more. We show you how to get the most from it.

Safari in Focus



1 This icon gives access to the Website View Menu. It offers a range of options for viewing the website you're currently browsing, including increasing and reducing text size, switching to Reader View or Desktop version, hiding the toolbar, and turning off content blockers.

2 This is your URL and search field. In here, type a web address to go to its page, or type a search term to explore the worldwide web for pages on that subject. Here it's showing the URL for the currently viewed page. If you try to open a page that's already open in another tab, Safari now switches to this tab instead of opening the page again.

3 Tapping the curly arrow here reloads the page you're currently looking at. It's useful if it hasn't loaded correctly or if it needs updating, such as a news page.

4 This is a text field. When you tap this field (or anywhere on the screen where text can be entered), the iPhone's virtual keyboard appears at the foot of the screen allowing you to type. This particular text field lets you search the web page on which it's found.

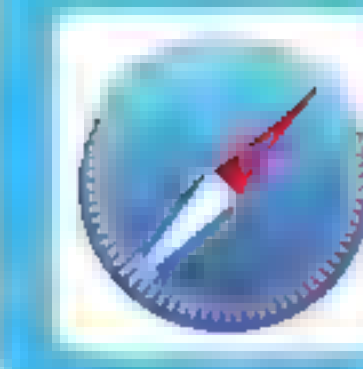
5 A web page can contain words, pictures, videos and more. Tap a link on a web page, such as the pictures here, to go to a new page. You can also scroll the screen up and down by dragging it with one finger.

6 These chevrons let you move forwards and backwards through your browsing history; use the left chevron to go back to the previous page, and the right one to go forward again.

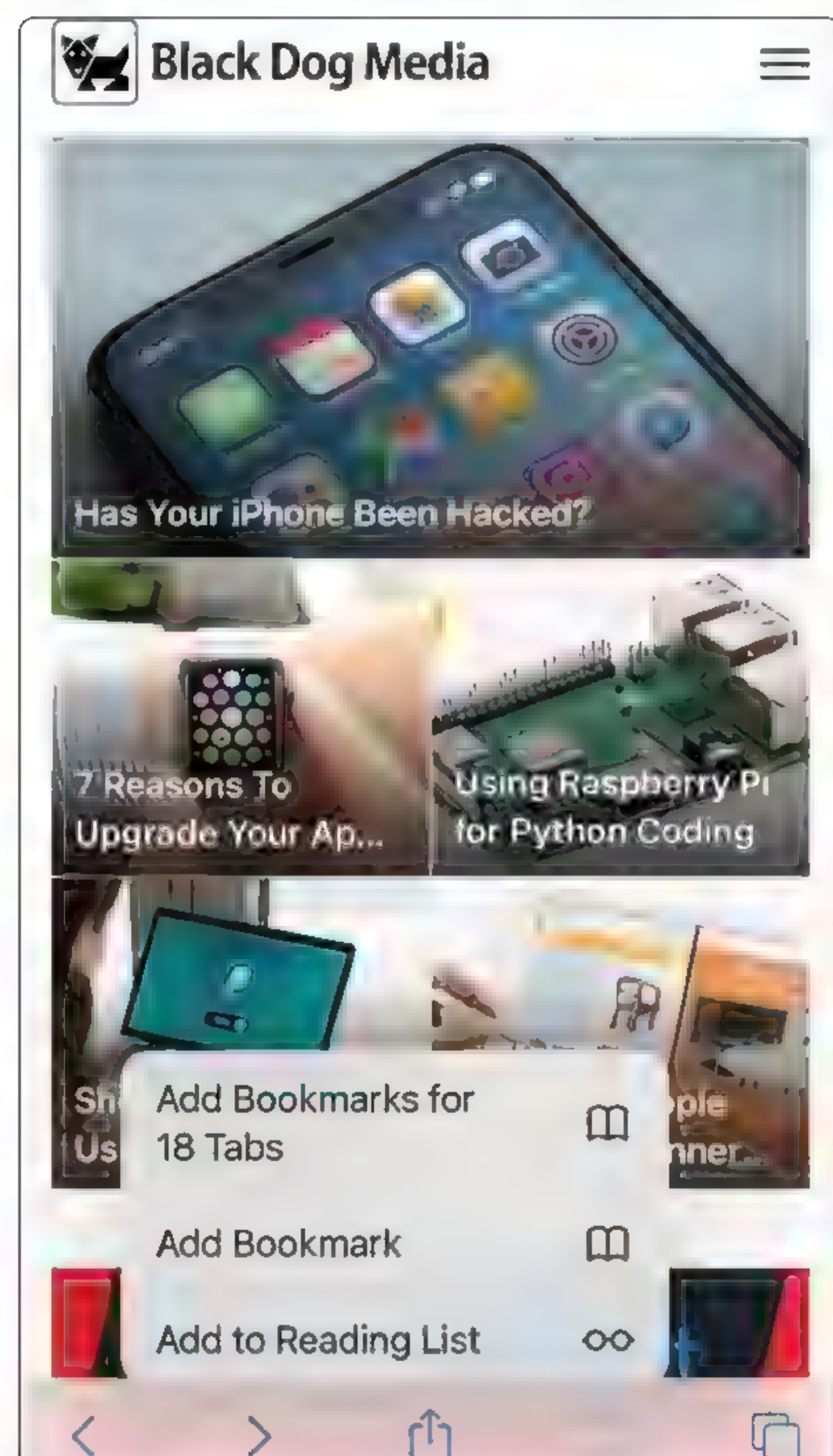
7 The Sharing icon. Tap here for a range of options including AirDropping the page to a nearby device, sending it by Mail or Message, printing it, add to Home screen and more.

8 Tap this to open your Bookmarks, from where you can open a bookmarked page or one you've added to your reading list. You can also access a list of sites you've recently viewed.

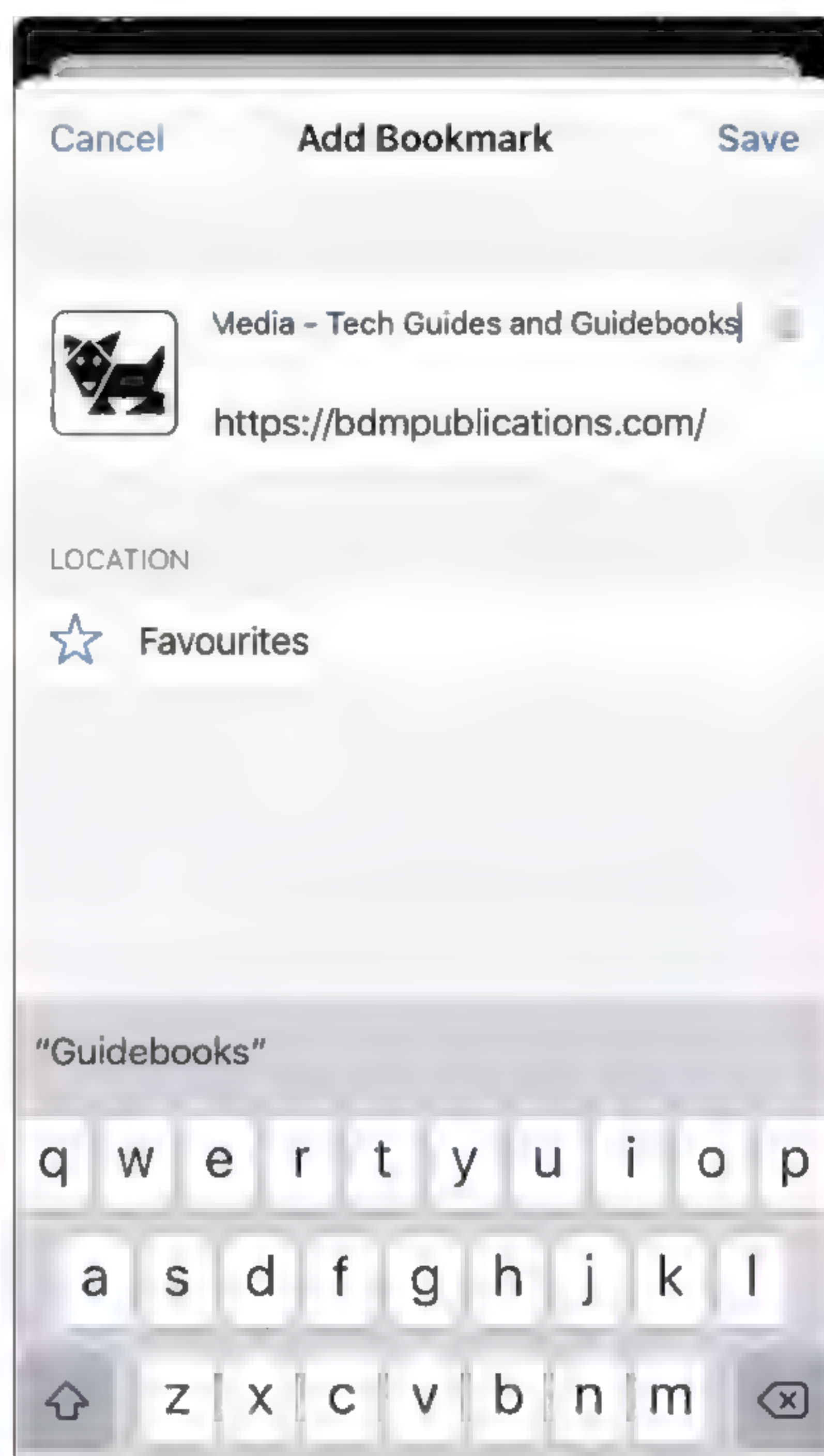
9 If you have more than one browser window open, tap this icon to see them all as thumbnails. Tap the tab you want to view and it opens on the screen. You also tap this icon to switch to Private Browsing, and to close tabs you no longer want open on your iPhone.



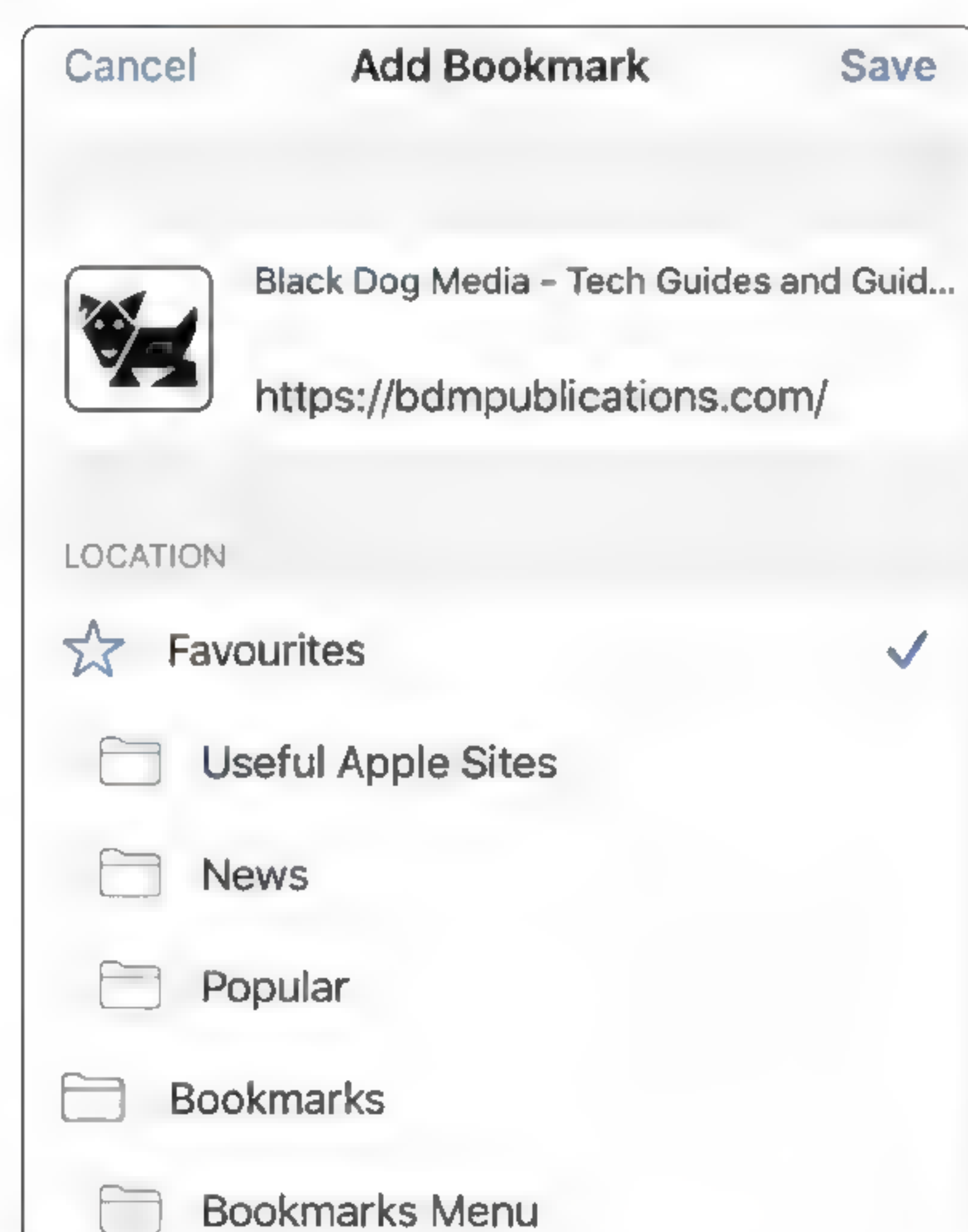
Safari bookmarks



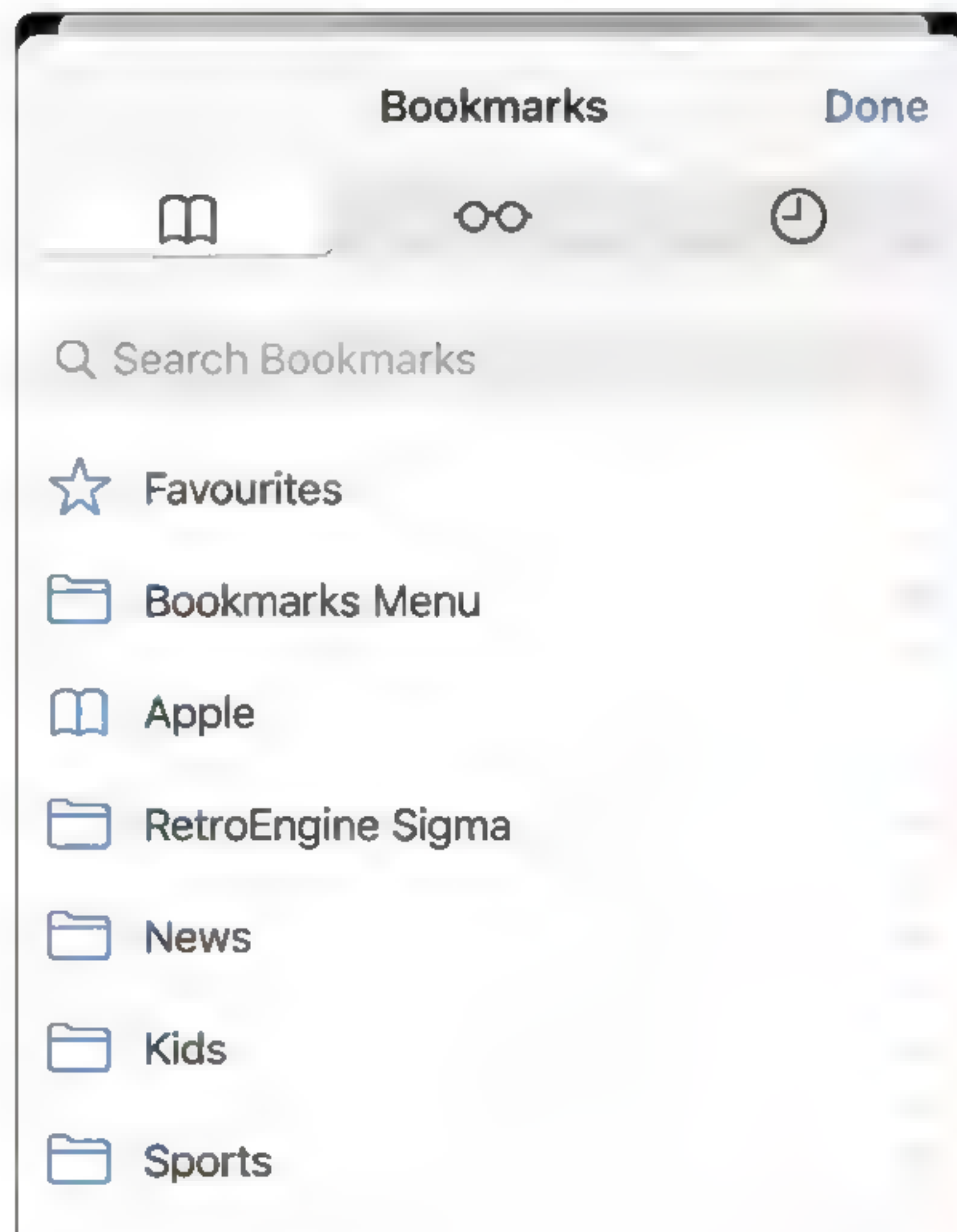
1 To bookmark a page, tap and hold the Book icon at the foot of the screen until a menu appears. From here, you can bookmark the page, add it to your Reading List or add bookmarks for all of the tabs you currently have open in your Safari web browser.



2 Tap Add Bookmark and a new window appears. You can edit the name of the website as it appears in your bookmarks; just delete the text indicated here and type whatever it is you want to call it. This is very useful if the site has a long, awkward name.

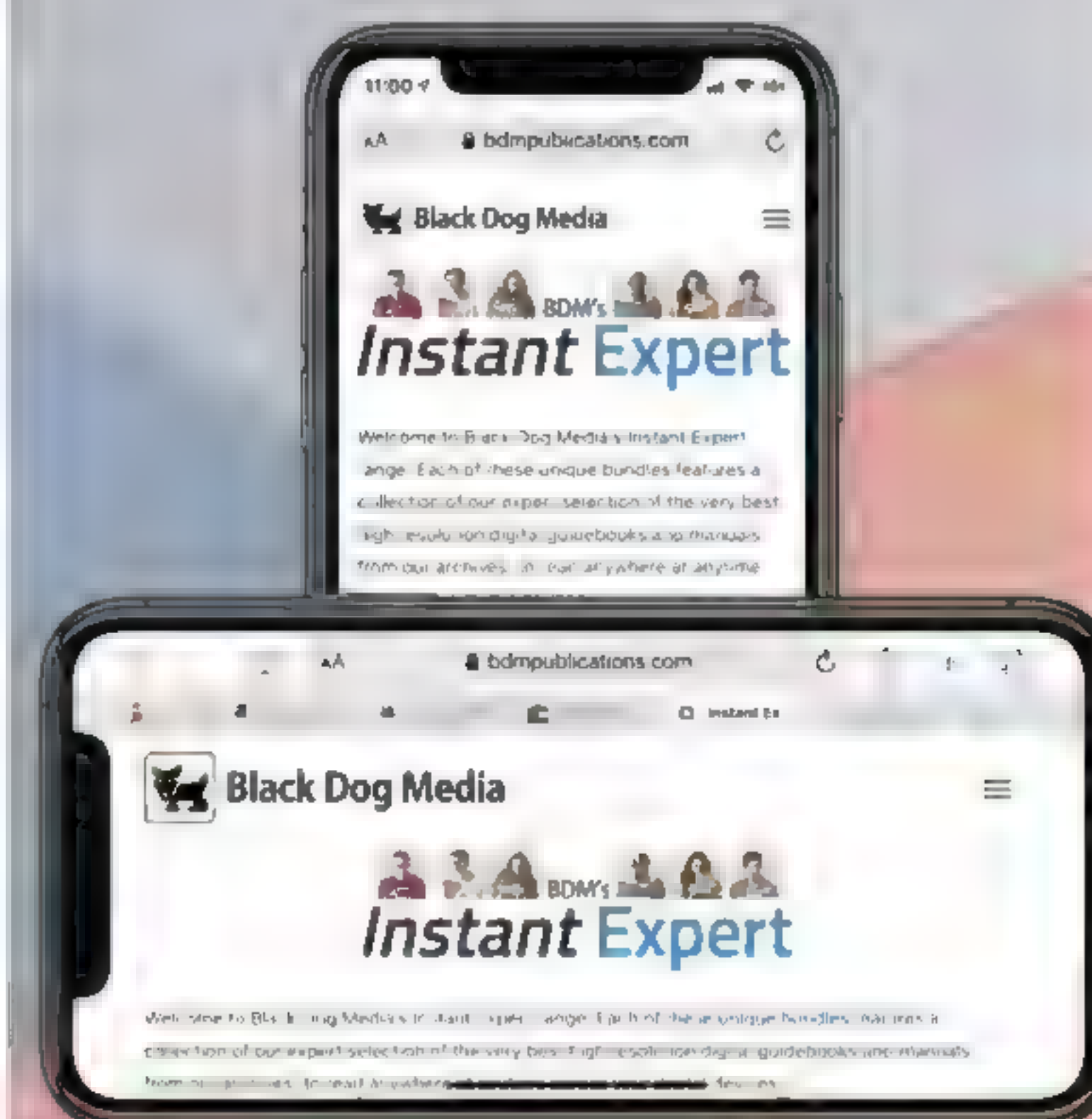


3 You can also change the location where you save it. Tap the location offered and select a new one if you wish. This lets you organise your bookmarks into folders. Sites in the Favourites section appear on the panel found by tapping the URL bar.



4 Tap the book icon to open your bookmark list and tap one to open that site. Tap Edit to add folders and organise your bookmarks. You can delete bookmarks by tapping its minus sign, or reorder by dragging the icon to its right.

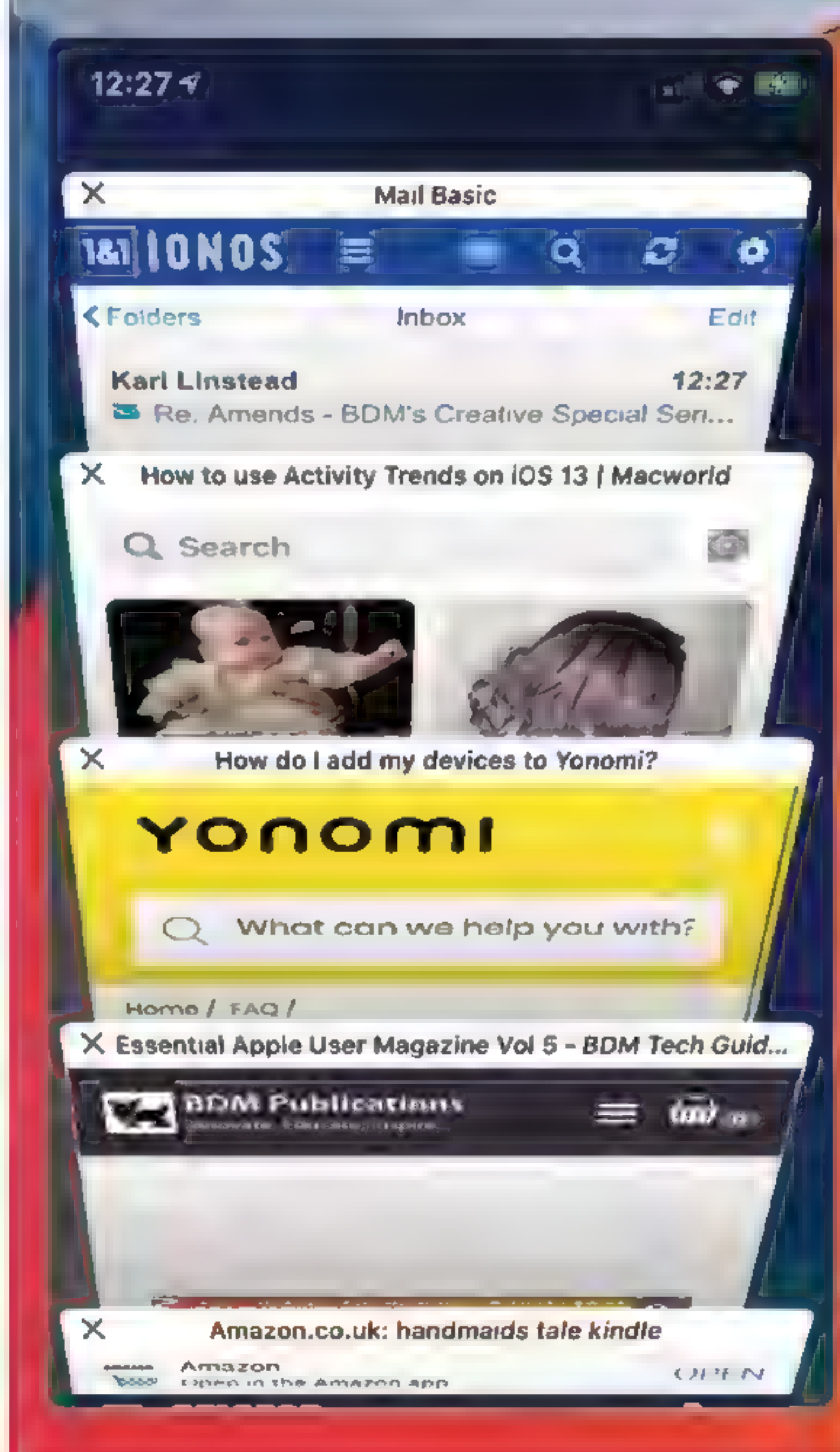
Rotate screen.



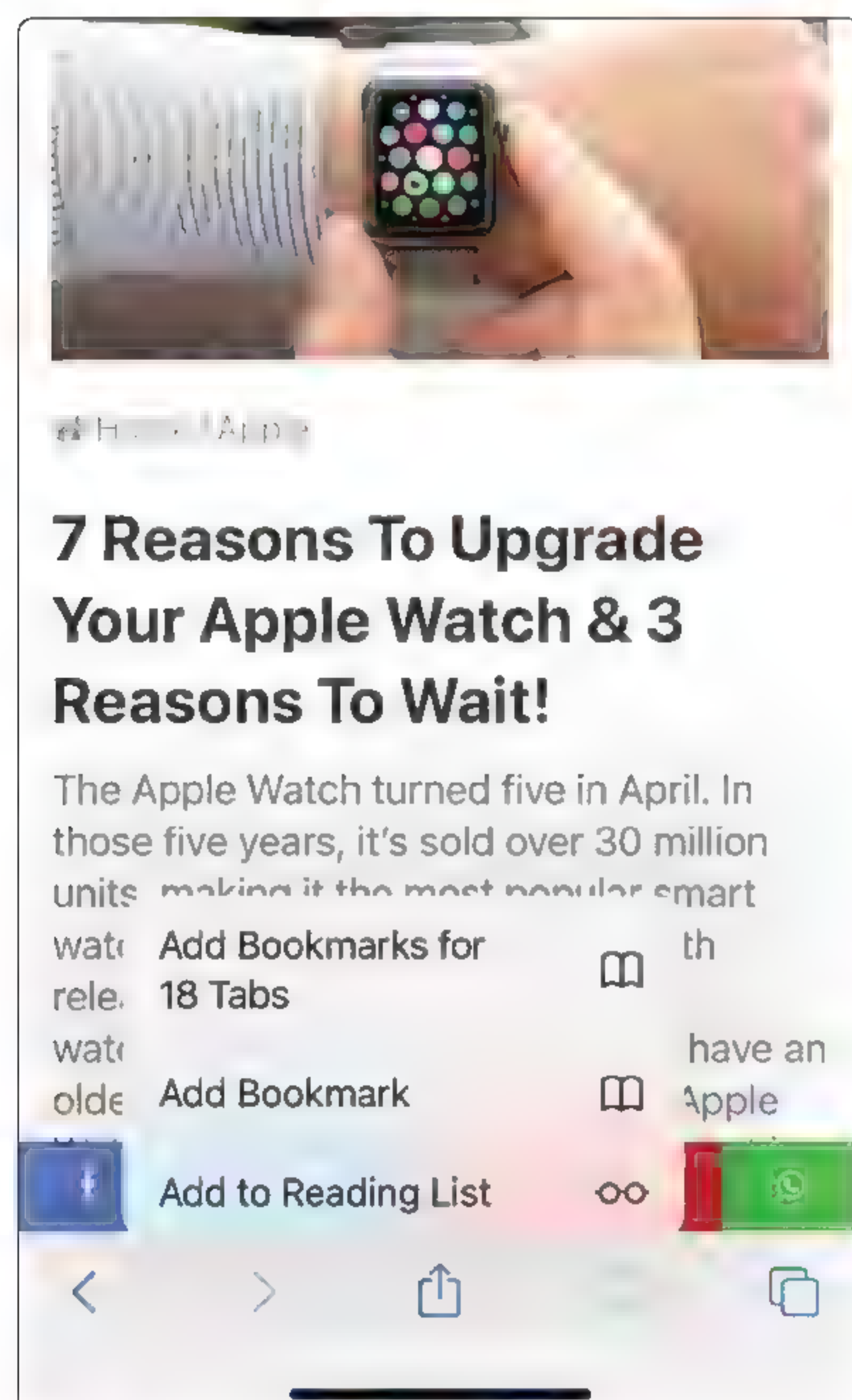
Pages can be oriented landscape or portrait by rotating the iPhone. Most of the time, you'll probably use the regular portrait view, but if the website is very text heavy, it might be more comfortable to read it in landscape.

Organising tabs.

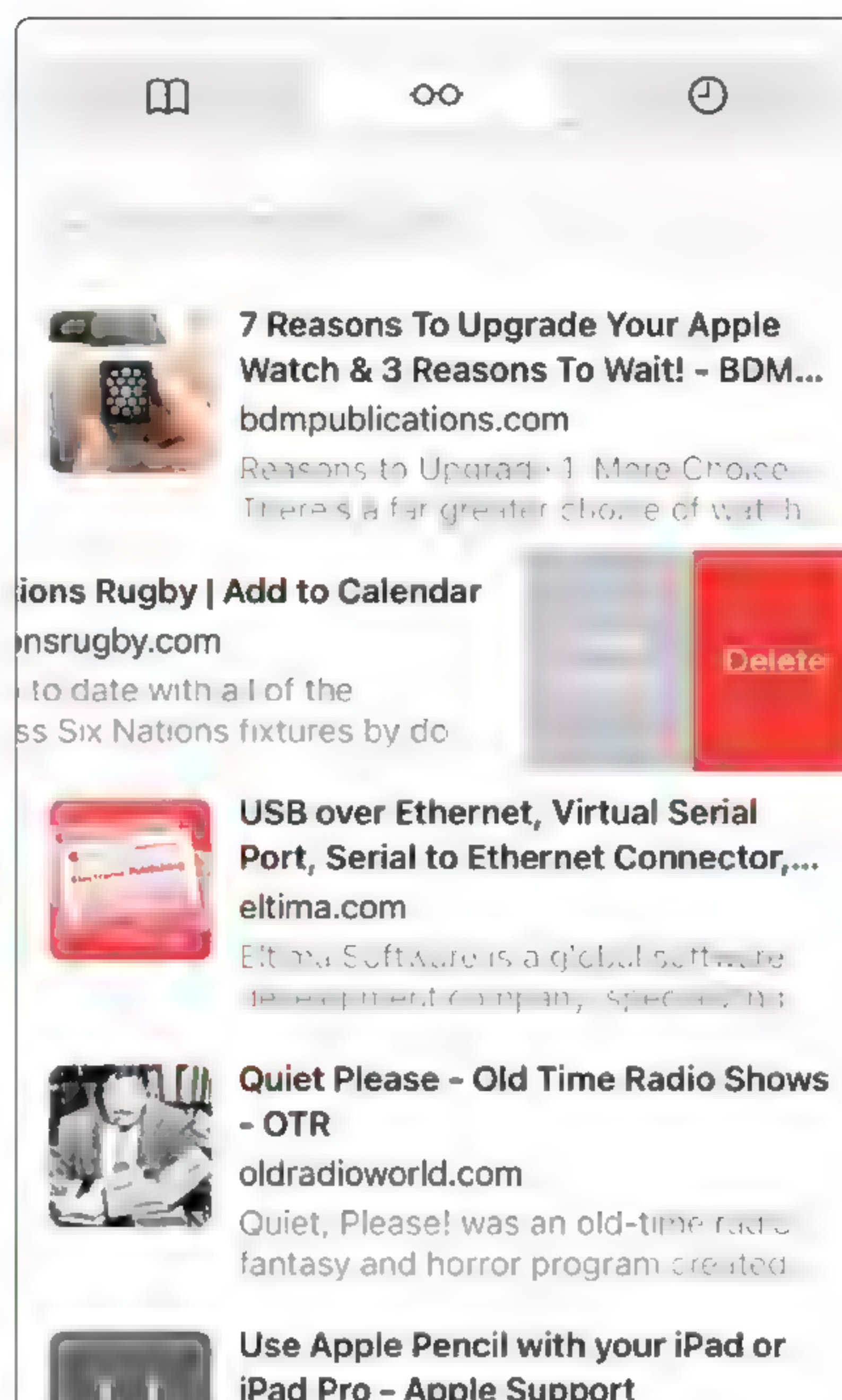
Tap the Tabs icon (bottom right) to see open tabs. To open a new tab, tap '+'. Tap a tab to open it. Close it by tapping the 'X' in its top left. In landscape view, you see the tabs as thumbnails, which can be reordered by dragging. In Settings > Safari > Close Tabs, you can set them to close automatically after a set period of time.



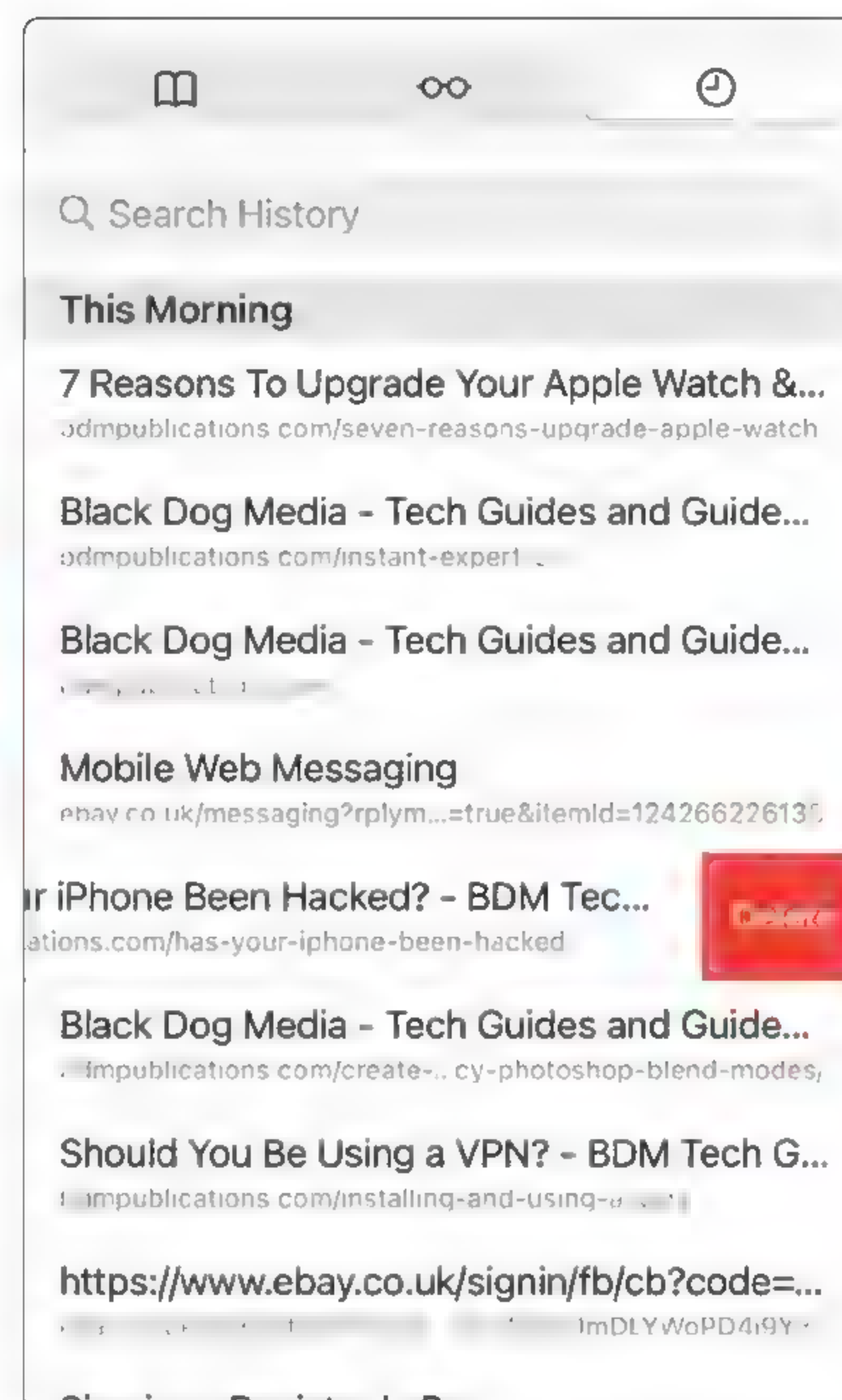
History and reading list



1 To add a web page to your Reading List, long tap the Bookmark icon and in the pop-up, tap Add to Reading List. To access your reading list, tap the Bookmarks icon, then tap the Glasses icon at the top.

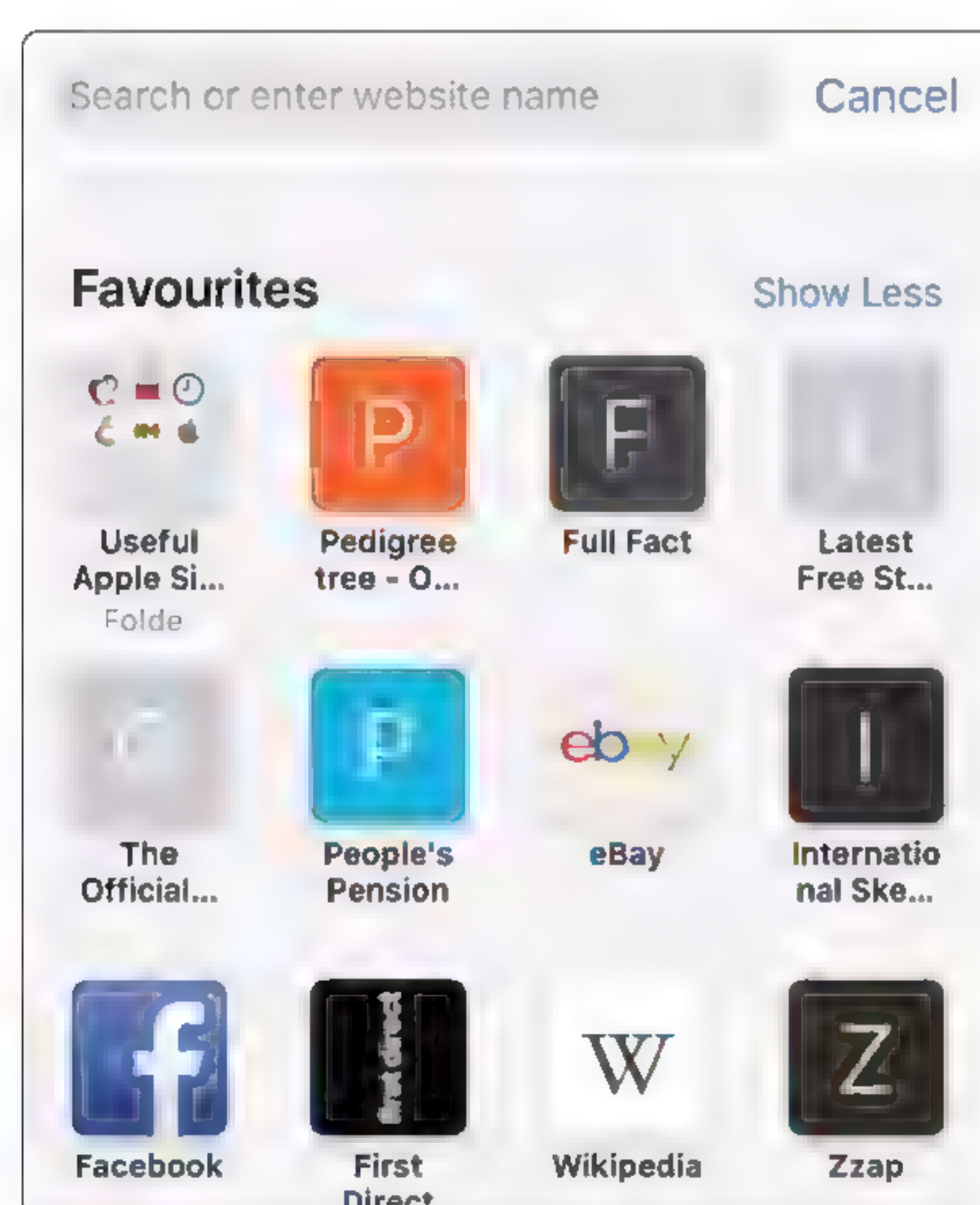


2 Tap an item in the list to open it. Swipe it right to mark it read or unread. Swipe left to delete or save it. Tap Edit (bottom right) and tap the circles to delete, or save offline, multiple items at once. Tap Done to close.

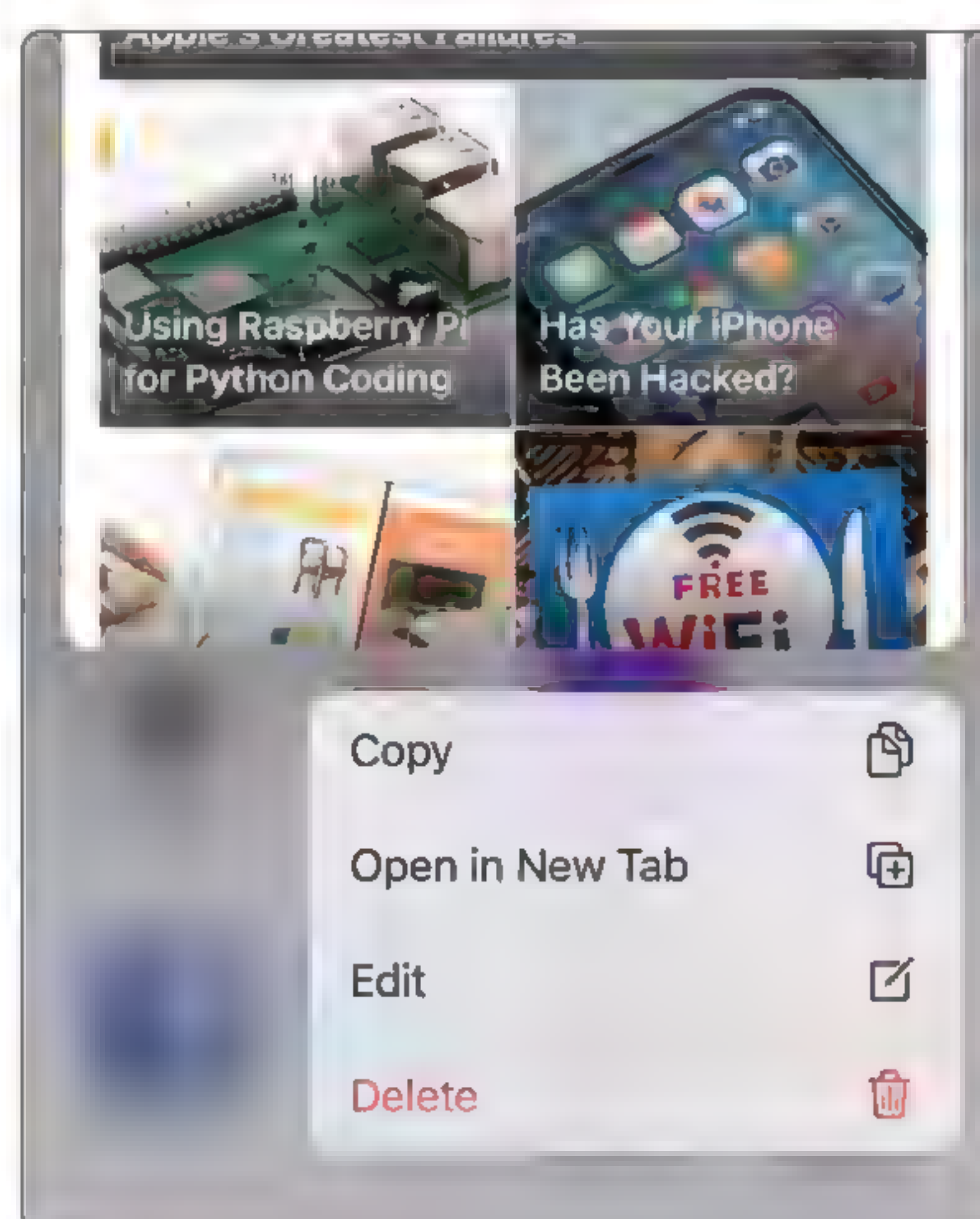


3 In Settings > Safari, you can opt to automatically save your reading list items offline for reading when you've no Internet connection. The third tab, the clock icon, is your browsing history. Sites recently visited are here.

Safari's Start page



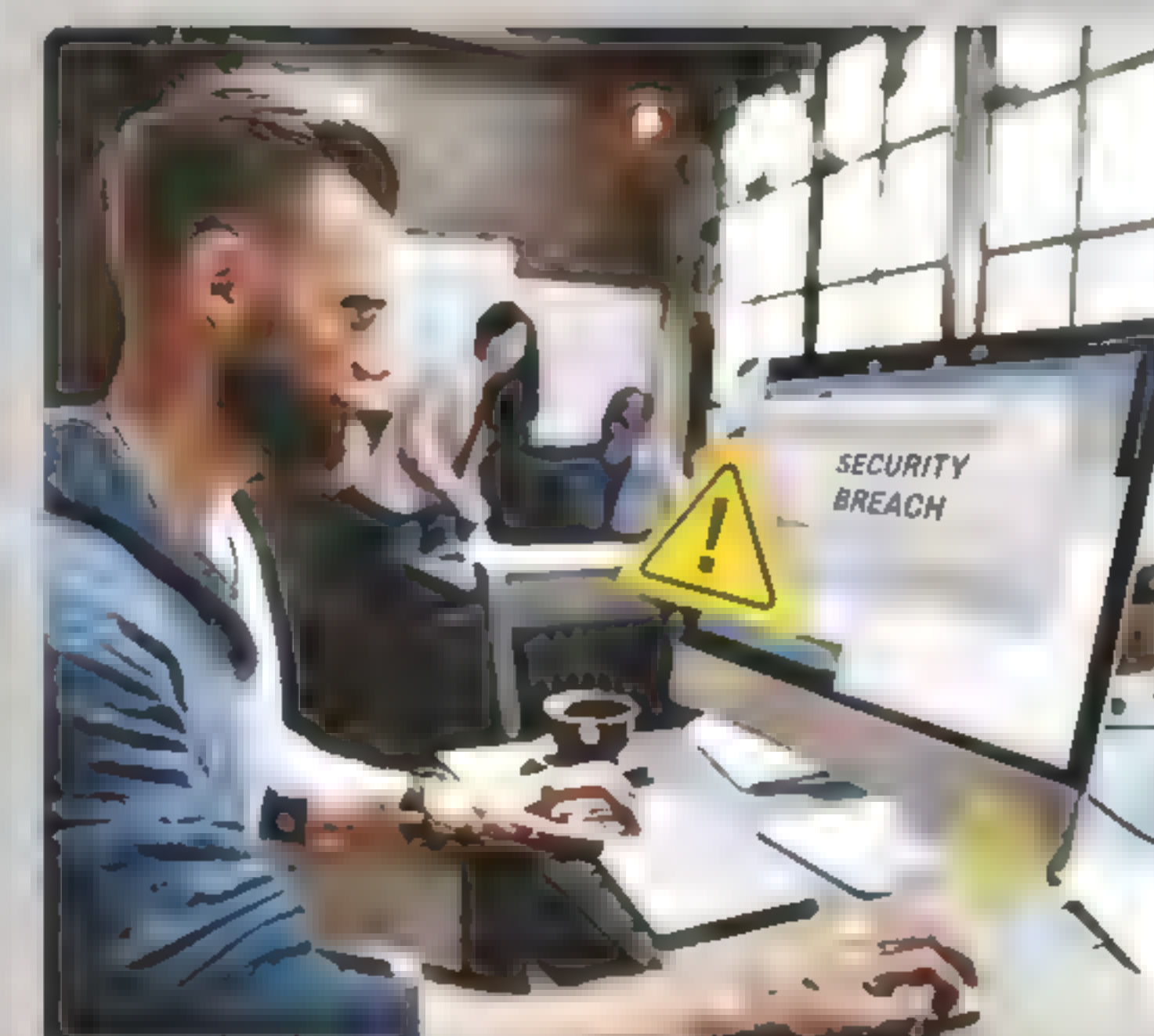
Go to Settings > Safari for an option to Clear History and Website Data. Tap it for a pop-up window. Reading list and bookmarks are unaffected by clearing, but history and caches are cleared from all devices signed into your iCloud.

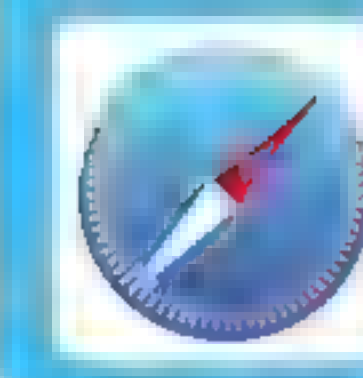


Safari now has a download manager, similar to the one found in Safari on the Mac. If you choose to download something on your iPhone, an icon appears in the top right. Tap it to see recent and current downloads.

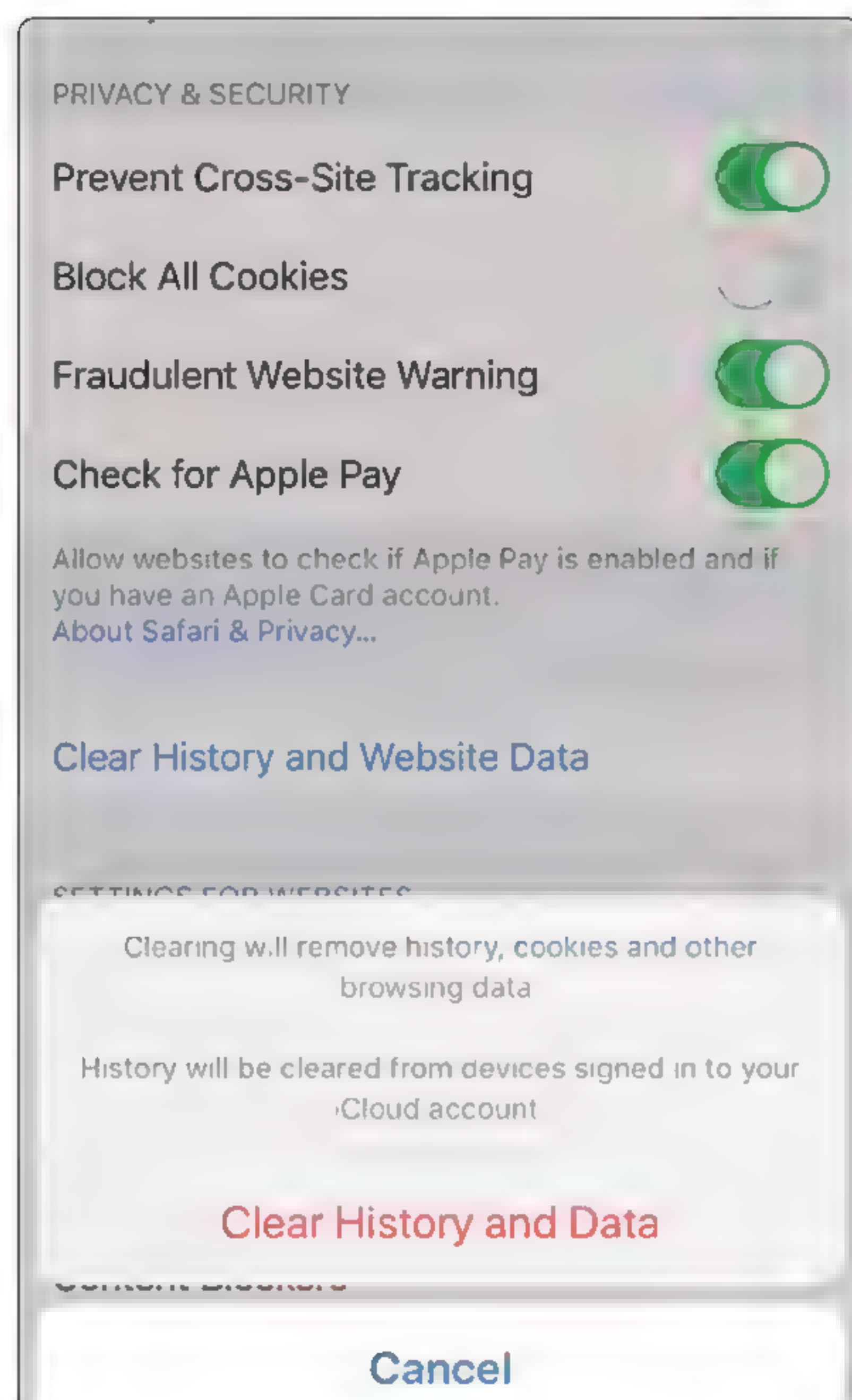
Password monitoring.

If you're using a password that has been compromised by a data breach, that is, it has turned up when a website was hacked, Safari warns you and advises you to change it. Your saved passwords are regularly checked against a list of breached passwords, and the whole process is secure and private. Even Apple doesn't see your password information.



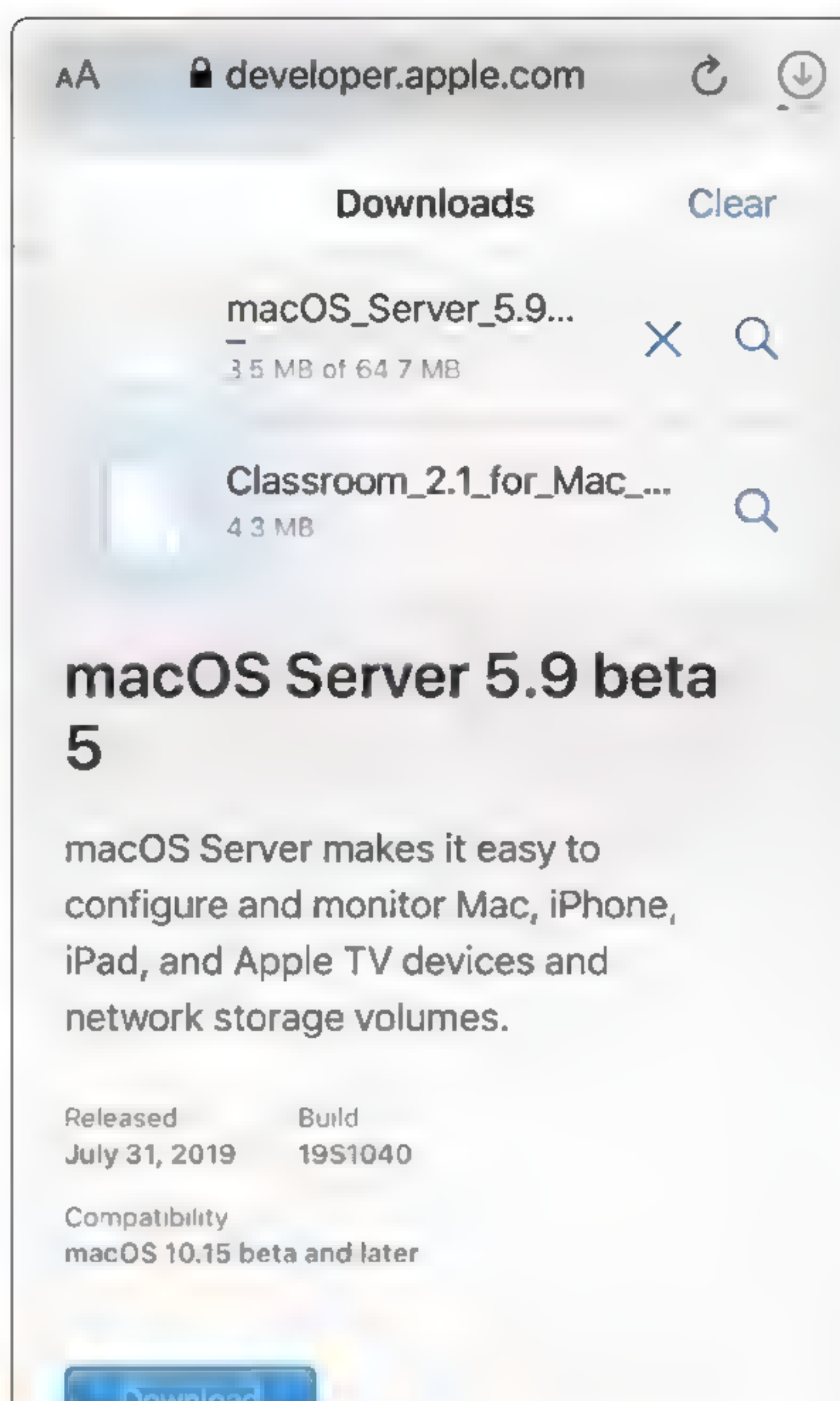


Clear cache



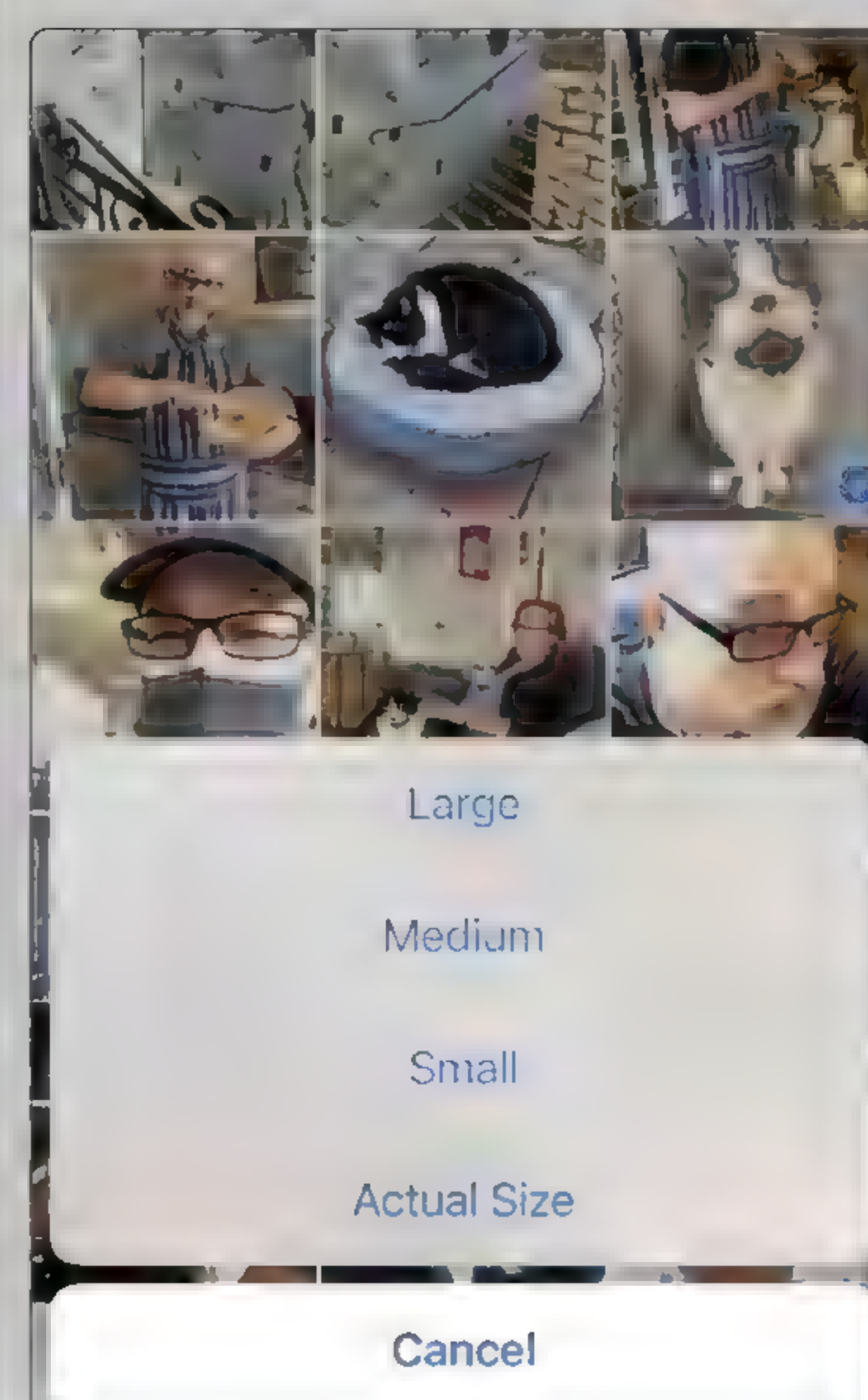
Go to Settings > Safari for an option to Clear History and Website Data. Tap it for a pop-up window. Reading list and bookmarks are unaffected by clearing, but history and caches are cleared from all devices signed into your iCloud.

Downloading



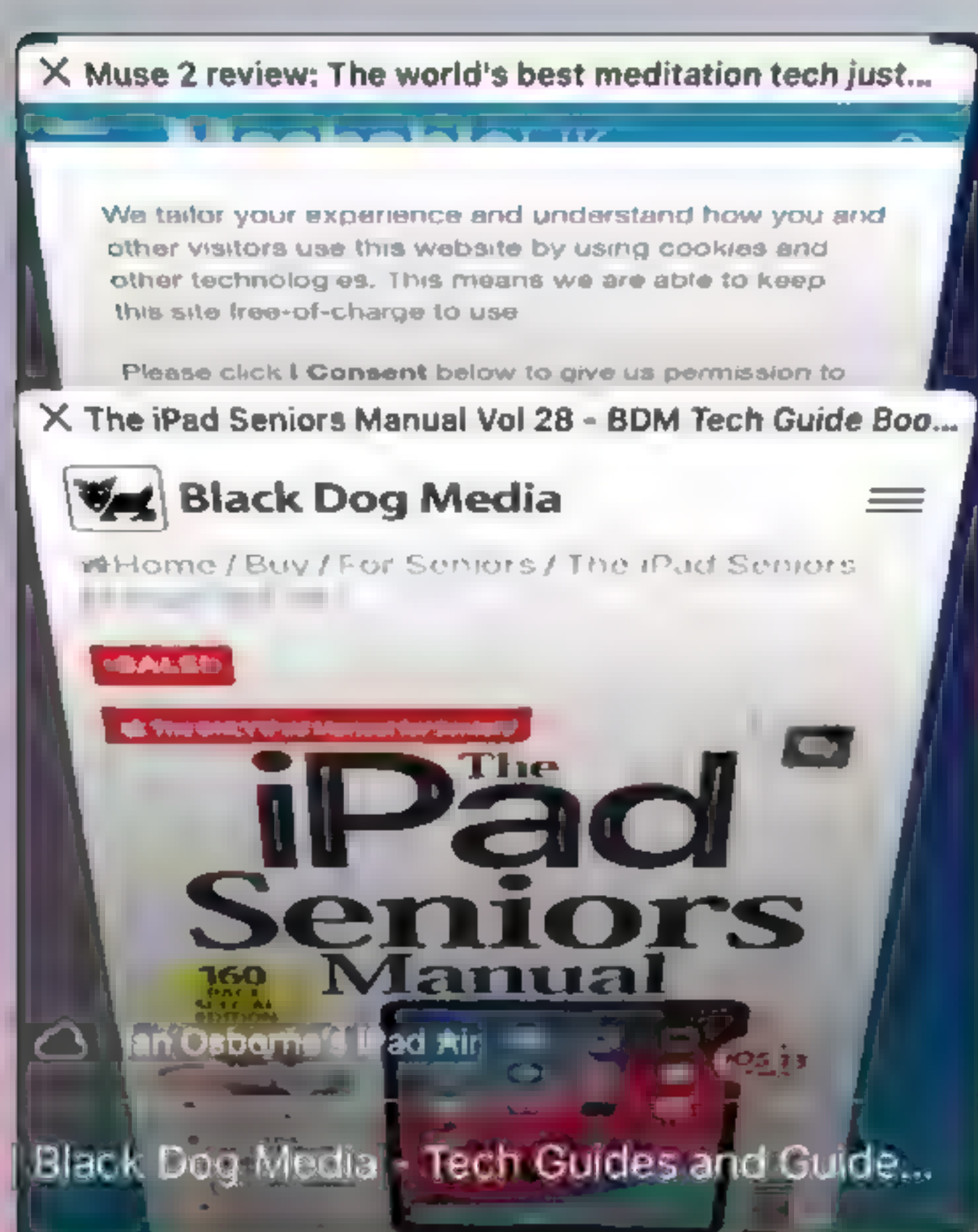
Safari has a download manager, similar to the one found in Safari on the Mac. If you choose to download something on your iPhone, an icon appears in the top right. Tap it to see recent and current downloads in a pop-up window.

Photo resizing.



If you choose to upload a photo to a website, such as Facebook or an online forum, you can set the size at which the photo will be uploaded. Just choose the photo, and at the bottom of the screen, tap its current size for a pop-up.

Private browsing.

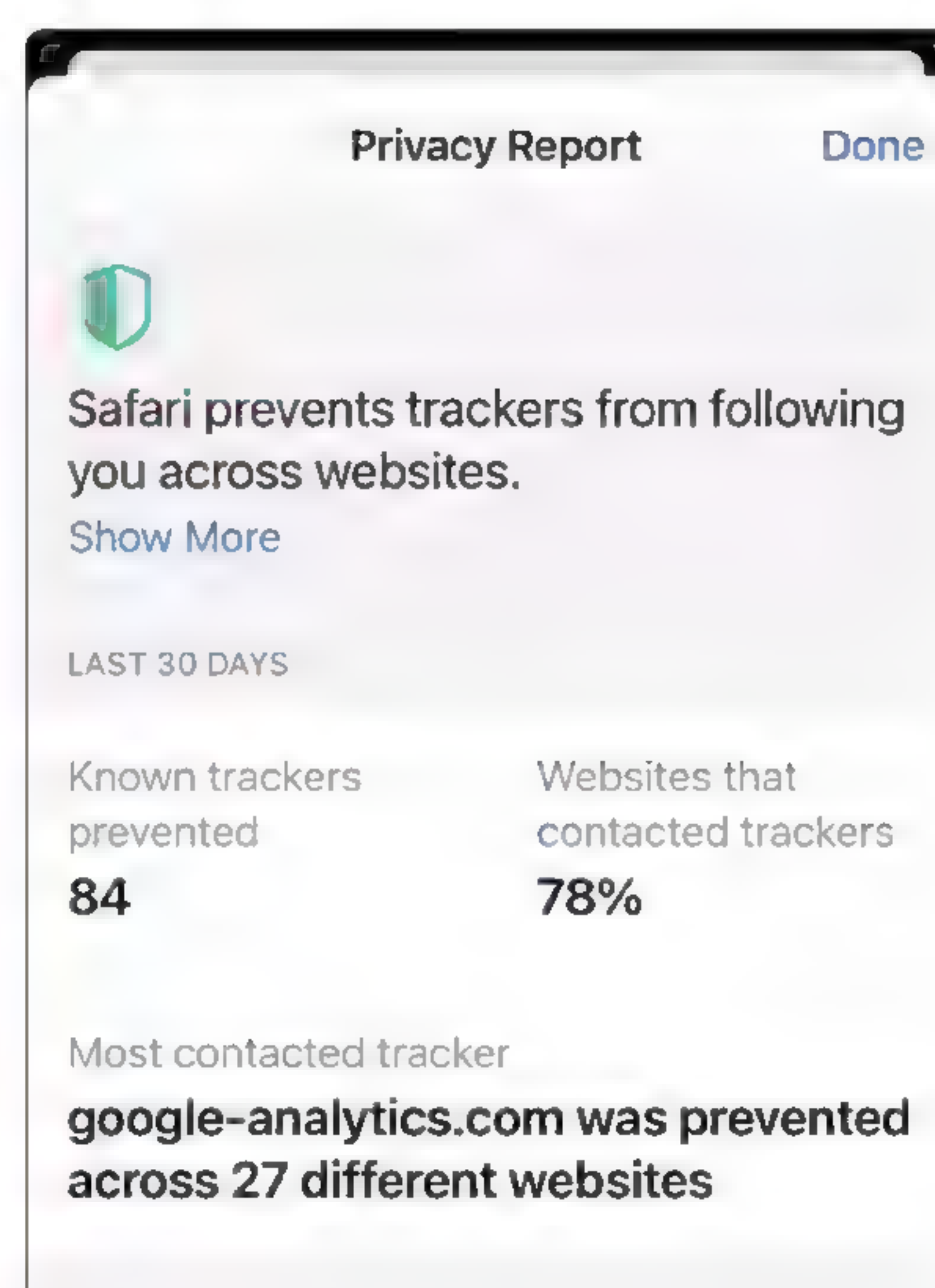


1 Open Safari and tap the two squares icon (tabs) in the bottom right corner. Now tap the Private link, in the bottom left corner, to switch to Private Browsing. Tap Done to return to Safari and continue using the web.



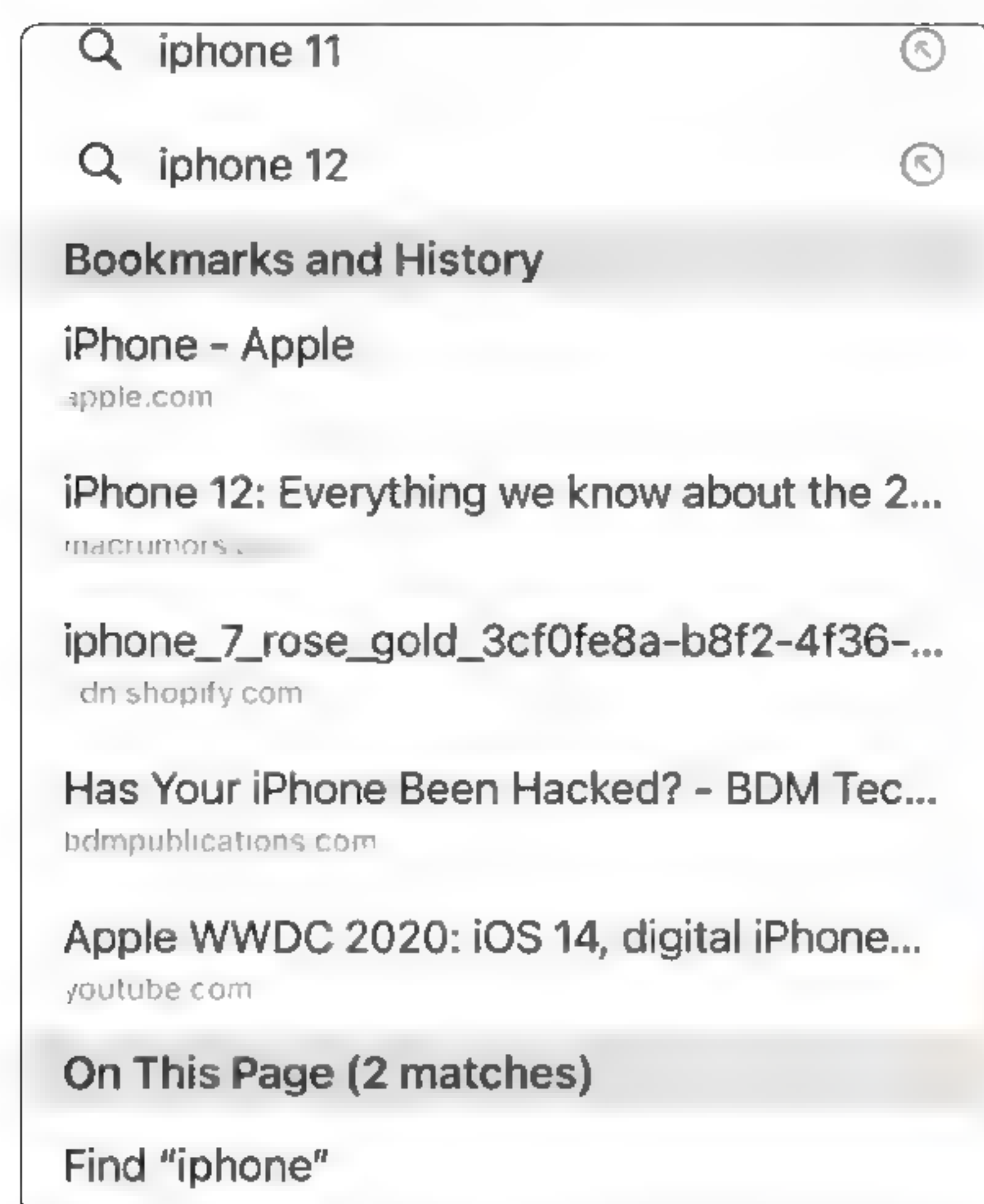
2 A new browsing window opens; note the dark toolbar at the top. Using this window your online activities remain private. To leave private browsing, simply repeat Step 1. The toolbar is white again and private browsing is off.

Privacy Report



Tap the twin-A icon in the top-left of a Safari screen, then in the pop-up, tap Privacy Report for a full guide to how Safari has been protecting your privacy of late.

Searching for and copying text



1 You can search a web page for text. Tap the URL bar of the Safari window and enter your search parameters using the keyboard, but don't tap Enter. Possible results appear as you type. Tap this results window and at the bottom, you see an entry titled 'On This Page'.



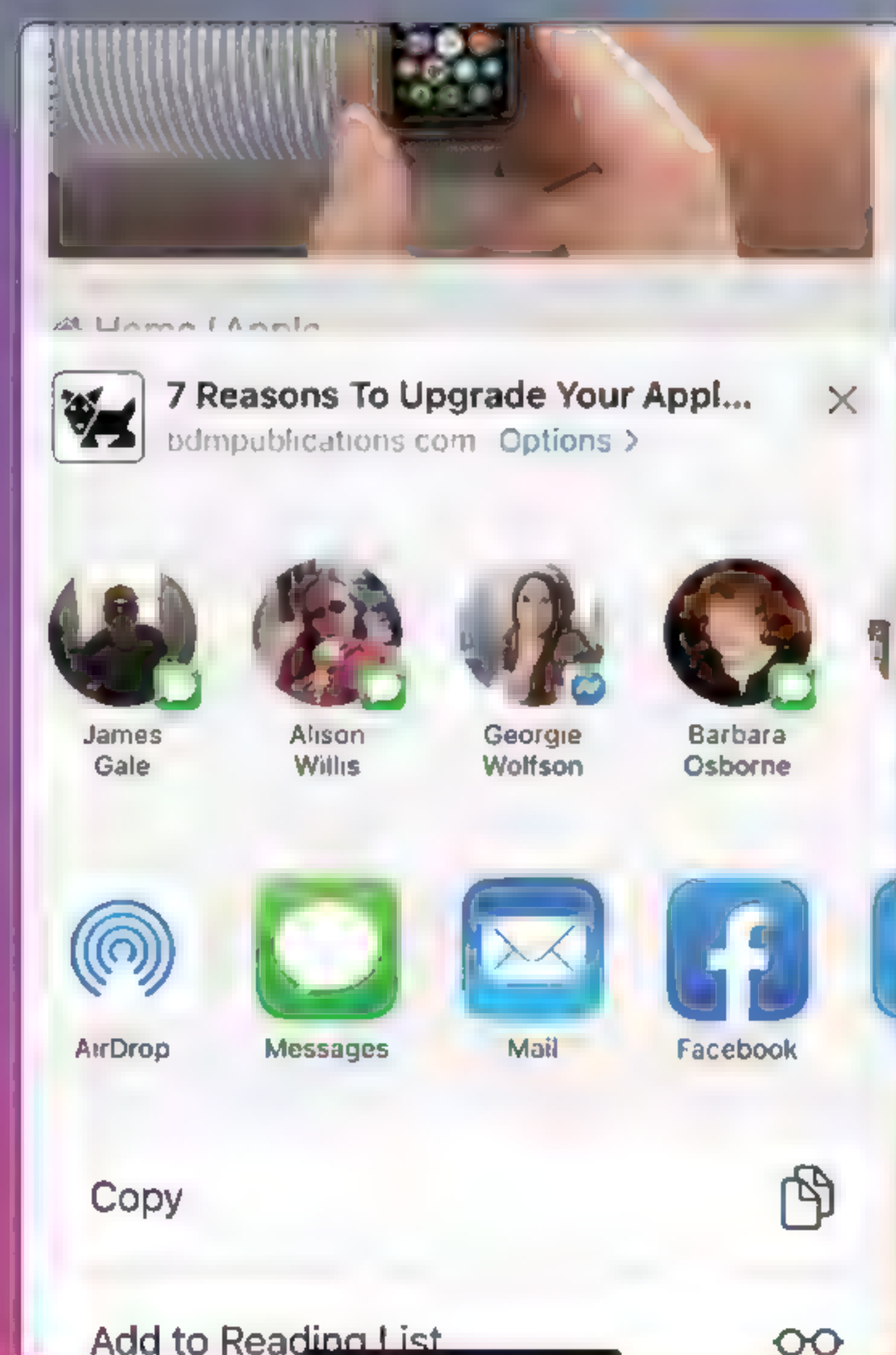
2 Tap this and you're shown instances of the text on the web page. To highlight and copy text, tap and hold a word to highlight it, drag the handles to cover the text you wish to copy, then from the pop-up menu, tap Copy. You can then paste it into another app on your iPhone.

Reader view

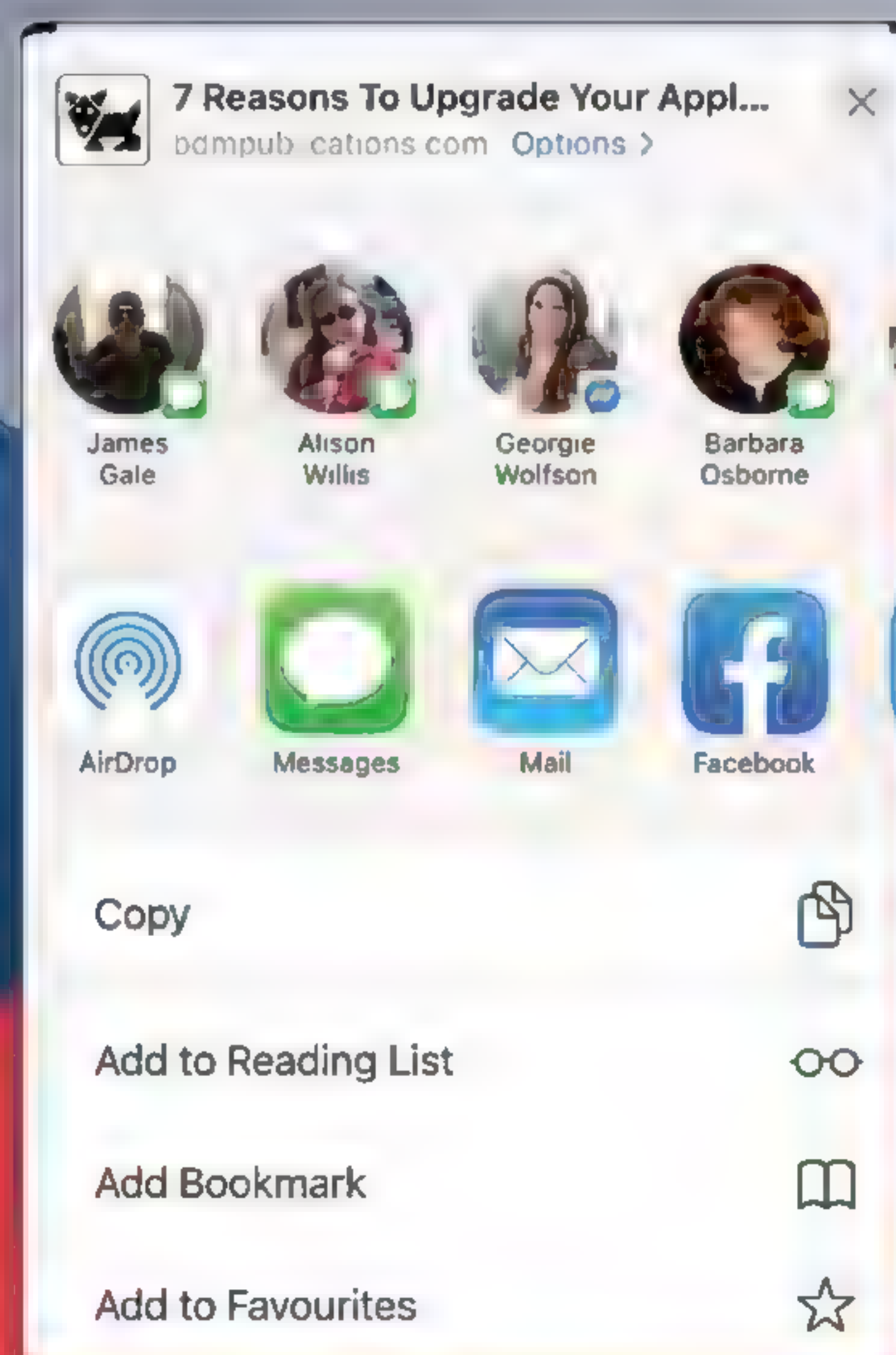


On some (but by no means all) web pages, you can switch to a reader view, which simplifies the layout, making it easier to read or print. Tap the Website View Menu (The 'AA' icon, left side of URL bar) and select Show Reader View. Repeat to switch back to regular browsing.

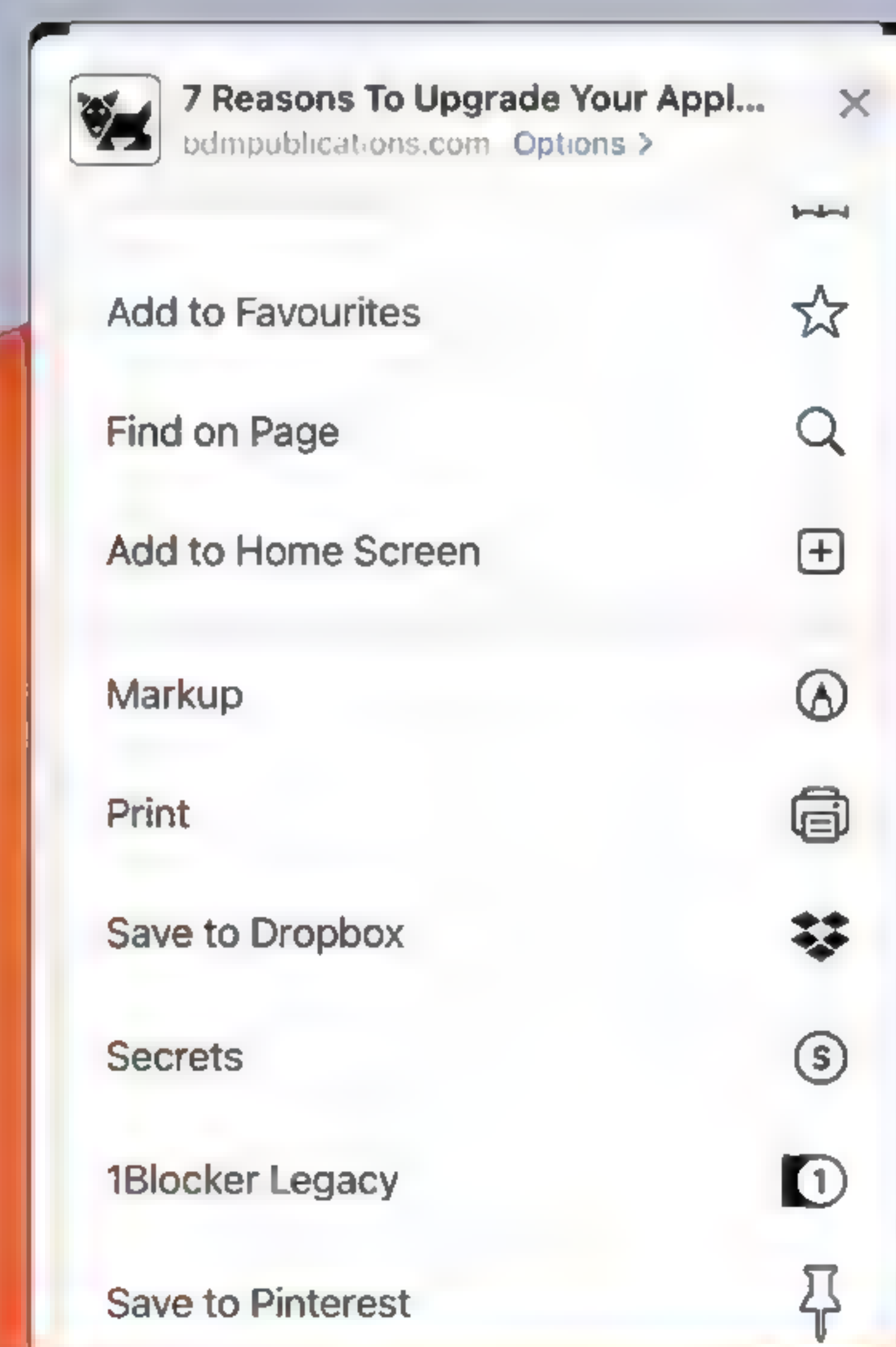
The Sharing sheet



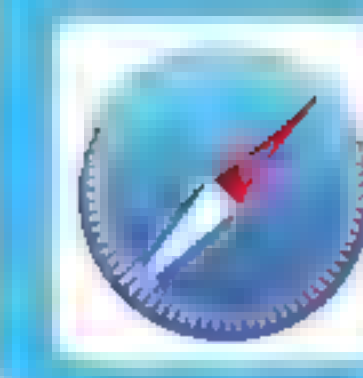
1 Tap the Share icon (the page with the up-pointing arrow) for the new look sharing sheet. People with whom you regularly share are shown, with an icon to illustrate how the item will be shared if you tap that person, e.g. in the Messages or Mail apps.



2 Pull the sharing sheet up for a more complete list of things you can do. The app/feature icons can be scrolled left and right, and let you share a link via AirDrop, Messages or Mail, add it to Reminders or Notes, publish it on Twitter or Facebook and more.



3 Towards the bottom of the sharing sheet are options that let you add the page to favourites or the reading list, bookmark it, print it, or open it in various apps you might have on your iPhone. To close the sharing sheet, tap the cross in its top right corner.



Safari settings.

Here are some other things you can change in **Settings > Safari**.

Page Zoom: Set your browser to be zoomed in or out of a website by default.

Request Desktop Site: Switch it on and Safari always shows the desktop version of a website, not the mobile one

Reader: Switch it on to automatically use the Reader View on websites.

Camera/Microphone/Location: Do you want websites to have access to these things? By default they have to ask, but you can change this to Deny or Allow

Language: You can switch to another language for Safari if you wish

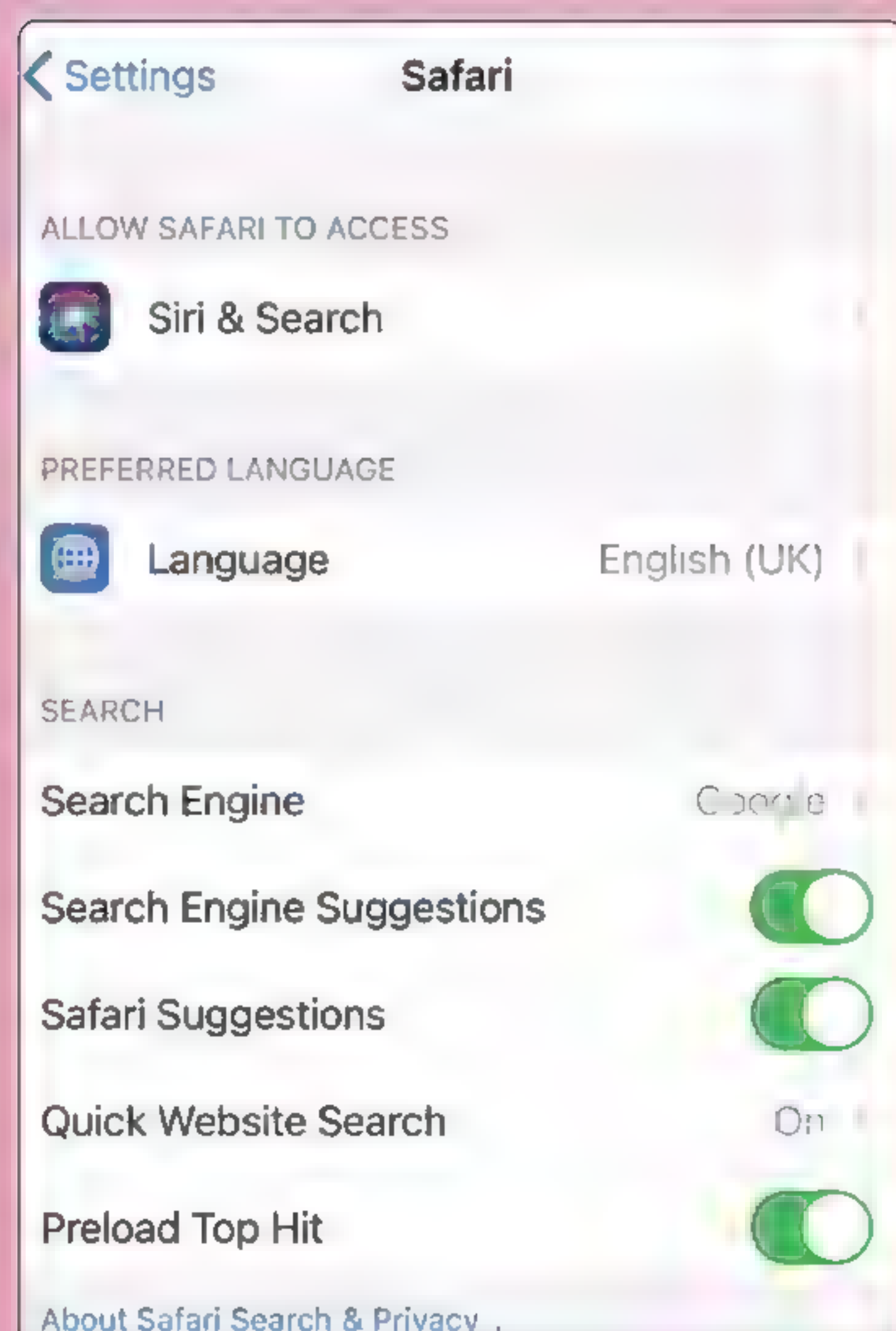
Downloads: Set where documents and data downloaded in Safari is saved. By default, it's your Downloads folder in the Files app.

Search Engine: By default, Safari uses Google as a search engine. This setting lets you change this to DuckDuck Go, Yahoo or Bing.

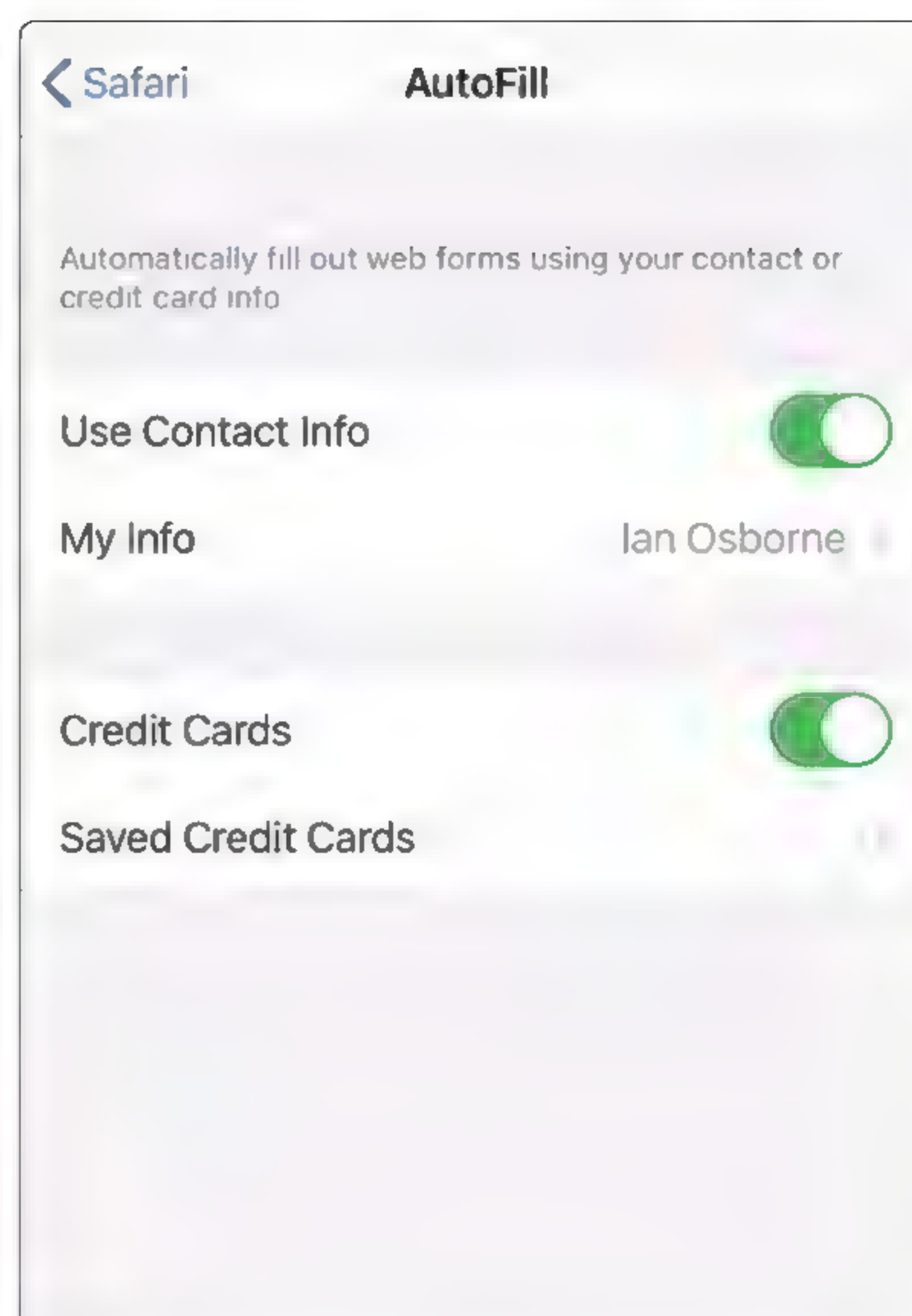
Block Pop-Ups: Find the Block Pop-Ups setting and tap the switch to turn off those irritating pop-ups that appear over websites.

Block All Cookies: Sites can no longer leave cookies on your phone.

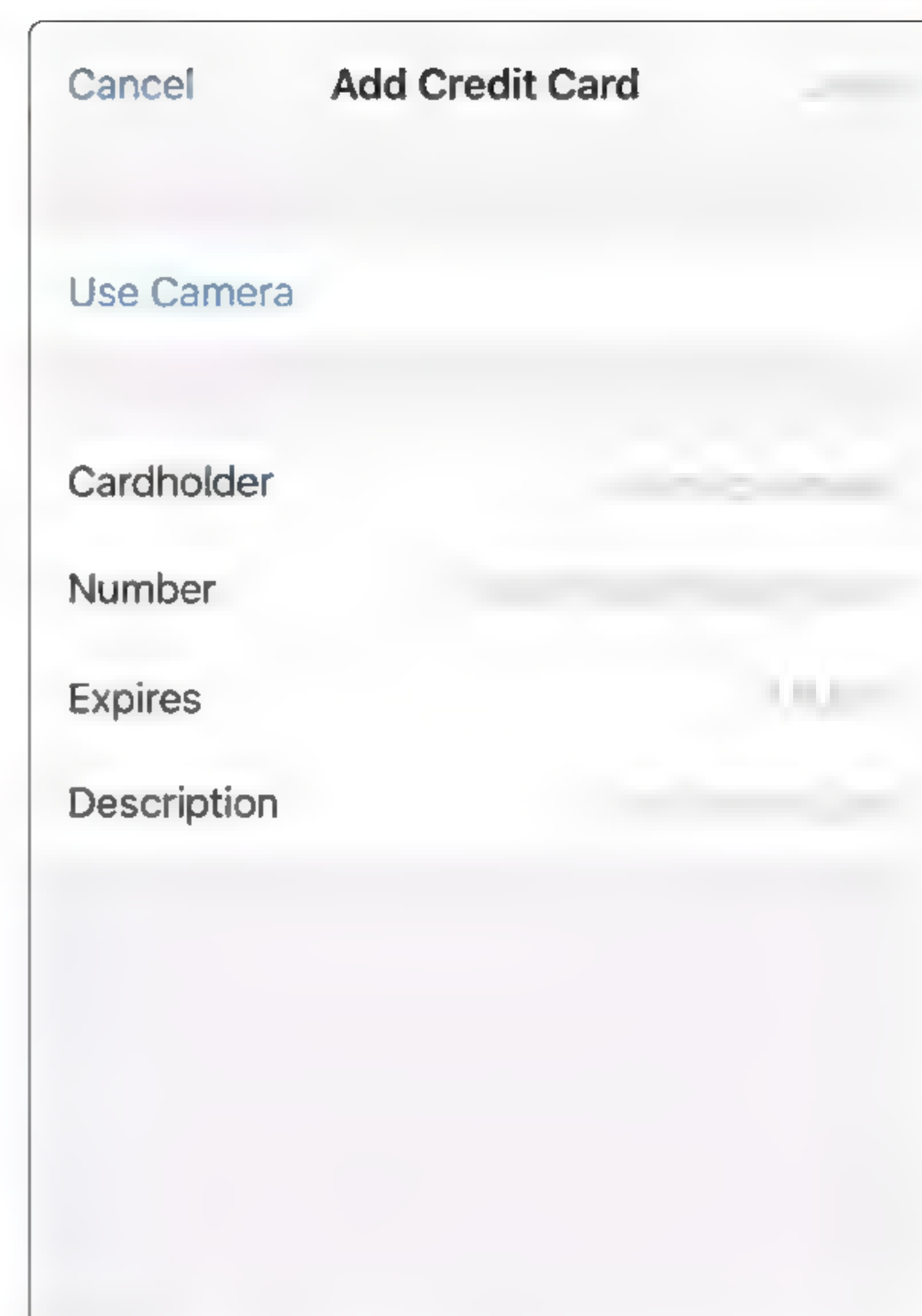
Ask Websites Not To Track Me: Stops websites from tracking your browsing habits so adverts can be targeted. It doesn't reduce the number of ads you see.



The AutoFill feature

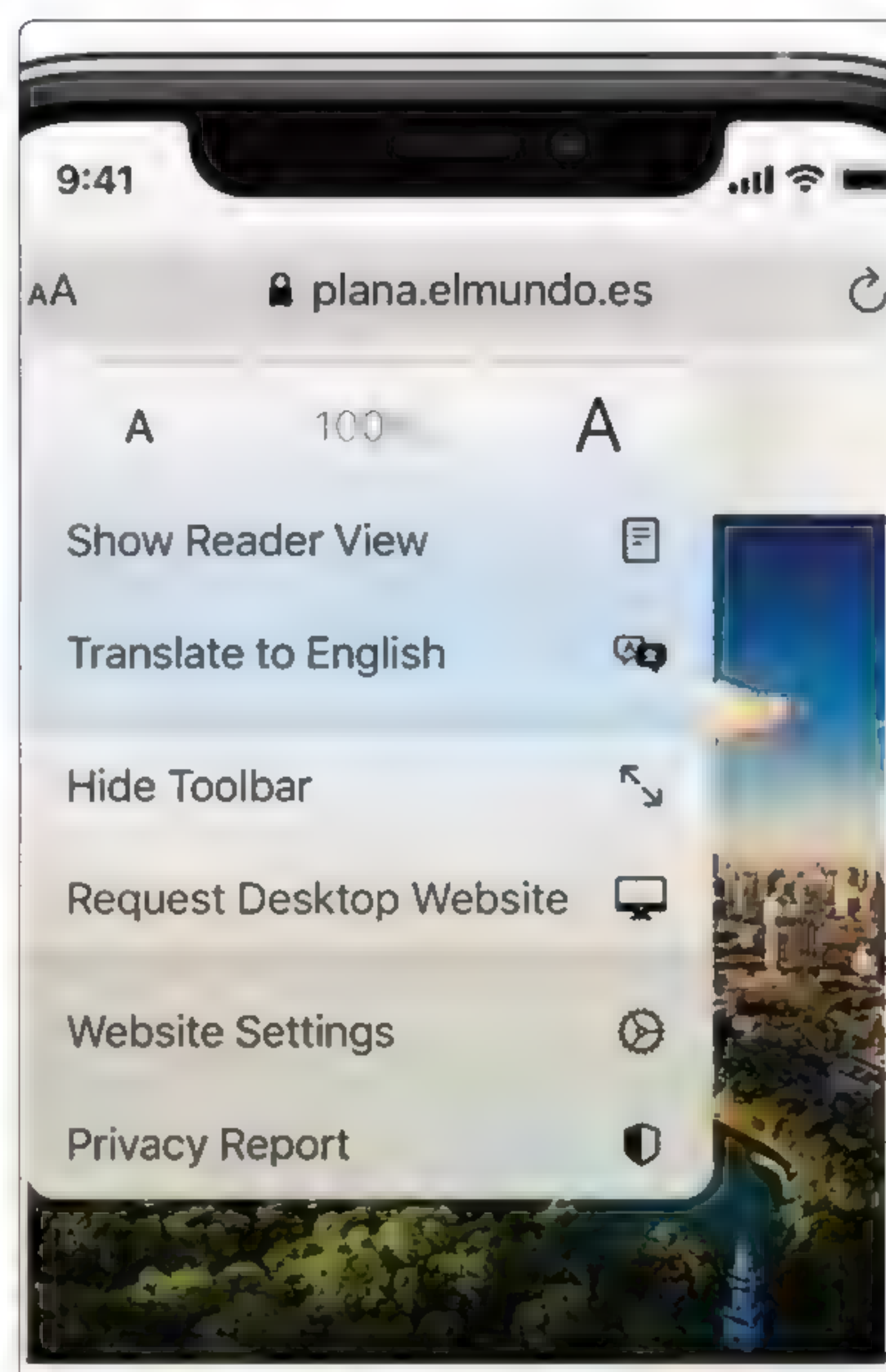


1 AutoFill can save lots of time when filling in online forms. To set up AutoFill, go to **Settings > Safari > AutoFill**. From there, you can set AutoFill to use your contact information and stored credit/debit cards.

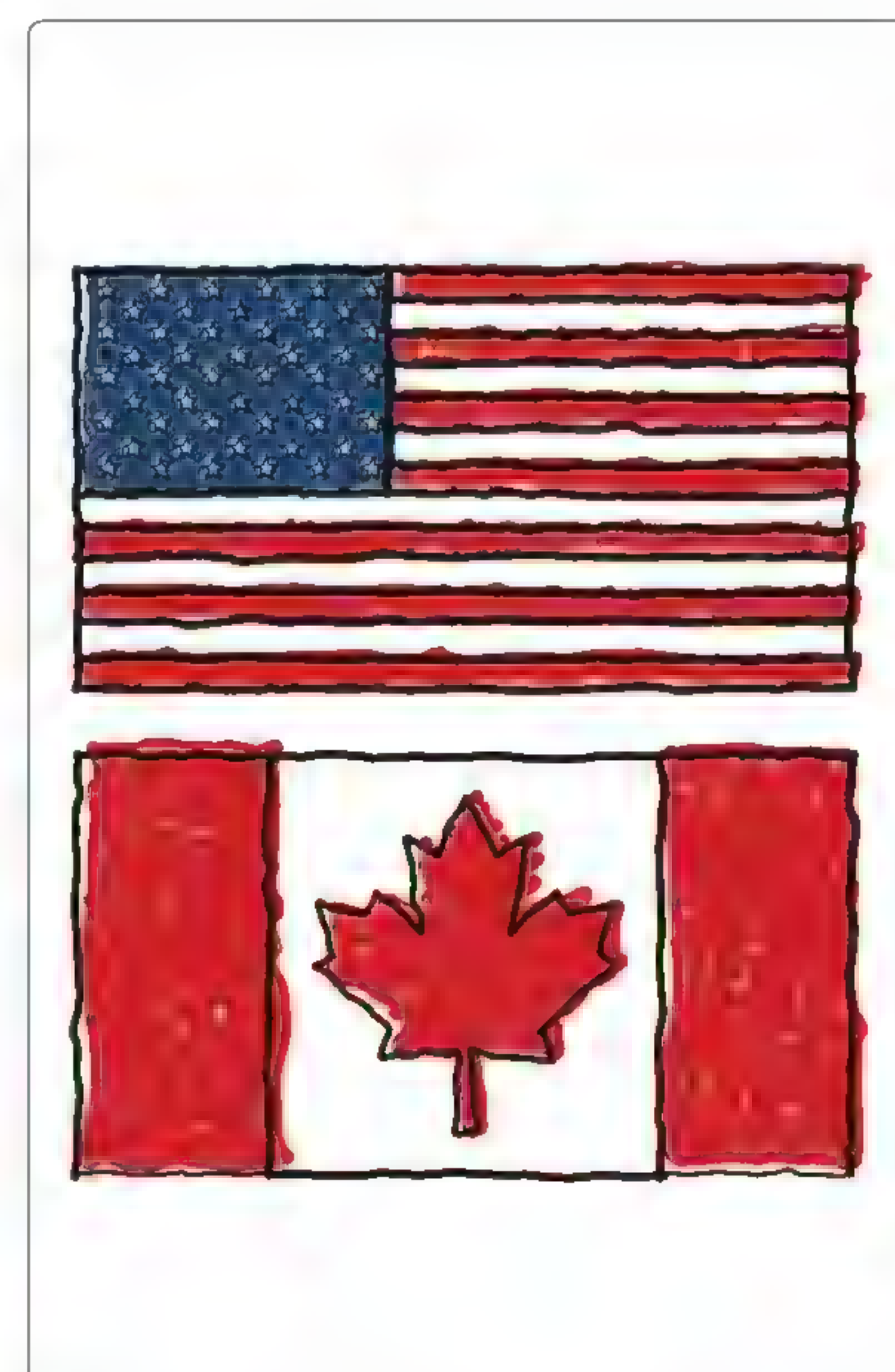


2 Set up the AutoFill as you see fit. Note, if you add a credit card, the security number on the back isn't saved. When done, and you need to fill in a web form, just tap a text field and then tap AutoFill Contact to fill it in.

Safari translation



1 If you're on a foreign-language website, tap the 'AA' icon. If it can be translated, there's an option in the pop-up menu that lets you translate the website into your local language with a single tap of the screen.



2 This feature is currently only available in the USA and Canada but it should roll out in more countries soon. It supports English, Spanish, Simplified Chinese, French, German, Russian, and Brazilian Portuguese.



Reminders App

Never Forget Again

With the Reminders app you can set up reminders, assign them to lists and trigger notifications at a specific time and date or when you arrive at or depart from a specific location. Here's how to get more from it.

Reminders in Focus



1 Use the Search field to search your reminders. Titles, notes, people, locations and more are searched.

2 Tap this link and you can edit your lists; delete them with the minus sign, reorder by dragging the Three-line icon up and down and tap the 'i' icon to rename a list, change its colour and choose a new icon.

3 These are your smart lists. 'Today' is all your reminders scheduled for that day, 'Scheduled' shows reminders that are scheduled for any day, 'All' lists all of your reminders, and 'Flagged' shows reminders to which you've added a flag.

4 These are your lists. They can be called anything you like. Tap one to open it and see the individual reminders you've added, mark reminders you've done as complete, and add new ones.

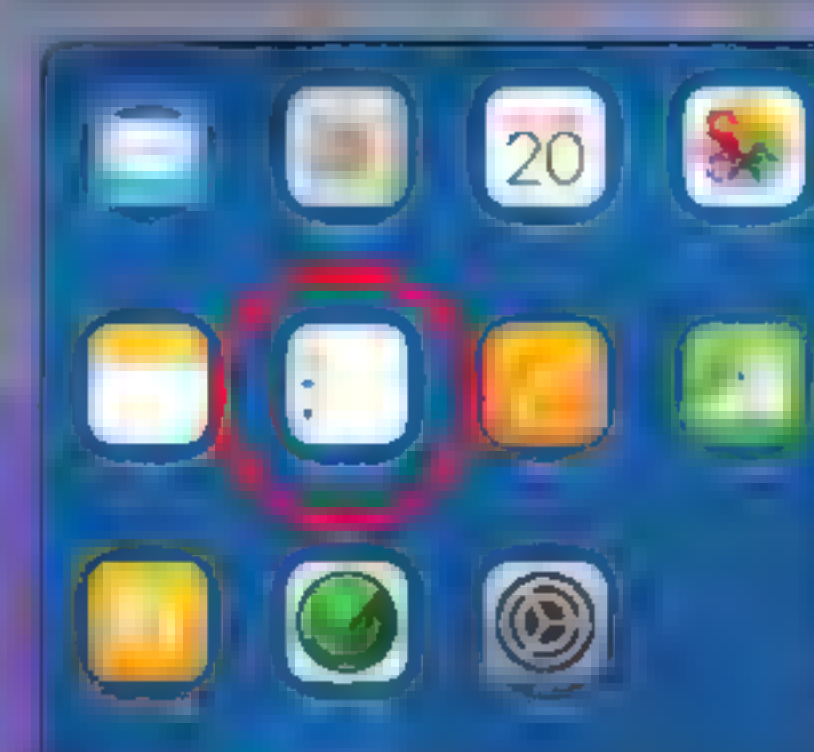
5 You can share a Reminders list with someone else, as long as they have a Mac or iOS device. The list then appears in their own Reminders app, and any edits you make are also made on their list, and vice versa.

6 These numbers on the right of each list represent the number of outstanding reminders that are contained in it. When you mark one as done, it's removed.

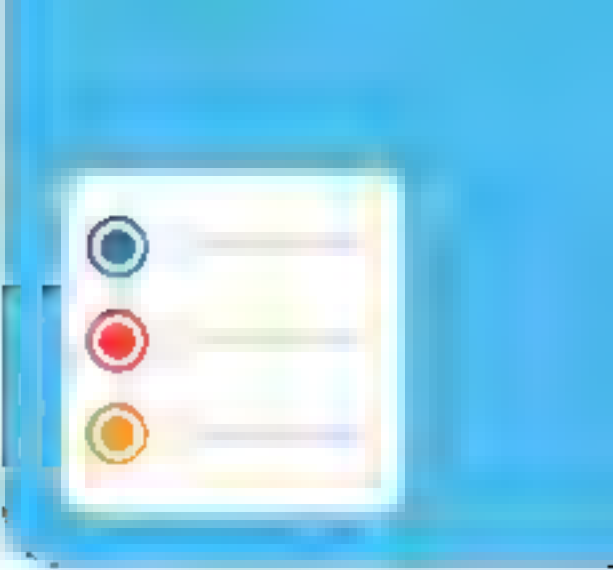
7 You can now create a reminder directly from the app's front page, instead of having to open a list first. Just tap here to create a reminder and assign it to a list.

8 Tap here to create a new list, which appears in the My Lists section of the Reminders home page. You can move them to another list.

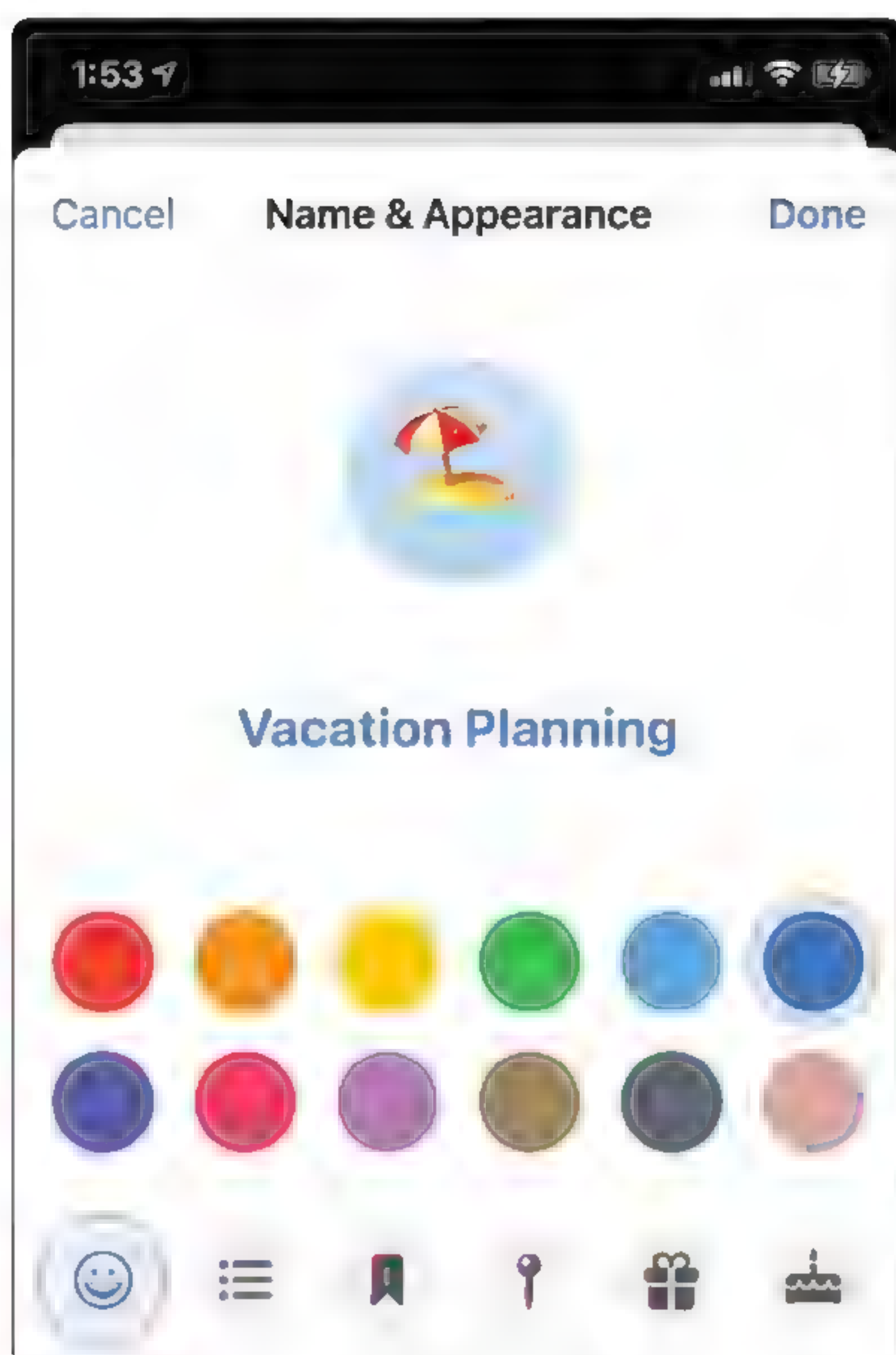
Reminders on the web.



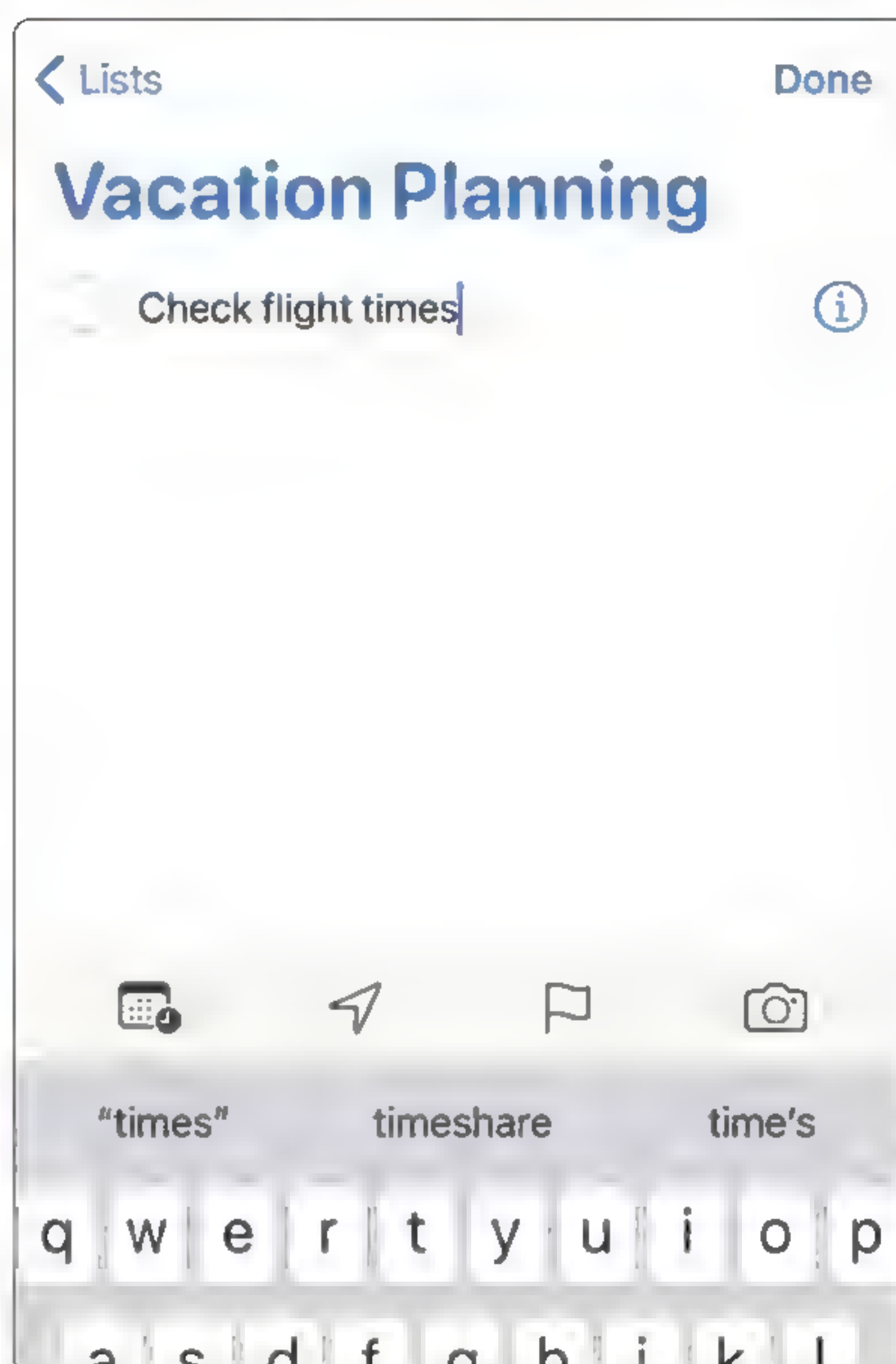
If you sync your Reminders with iCloud, you can look at them from any computer with a web browser. Just go to www.icloud.com and enter your Apple ID, and tap the Reminders icon to get to them.



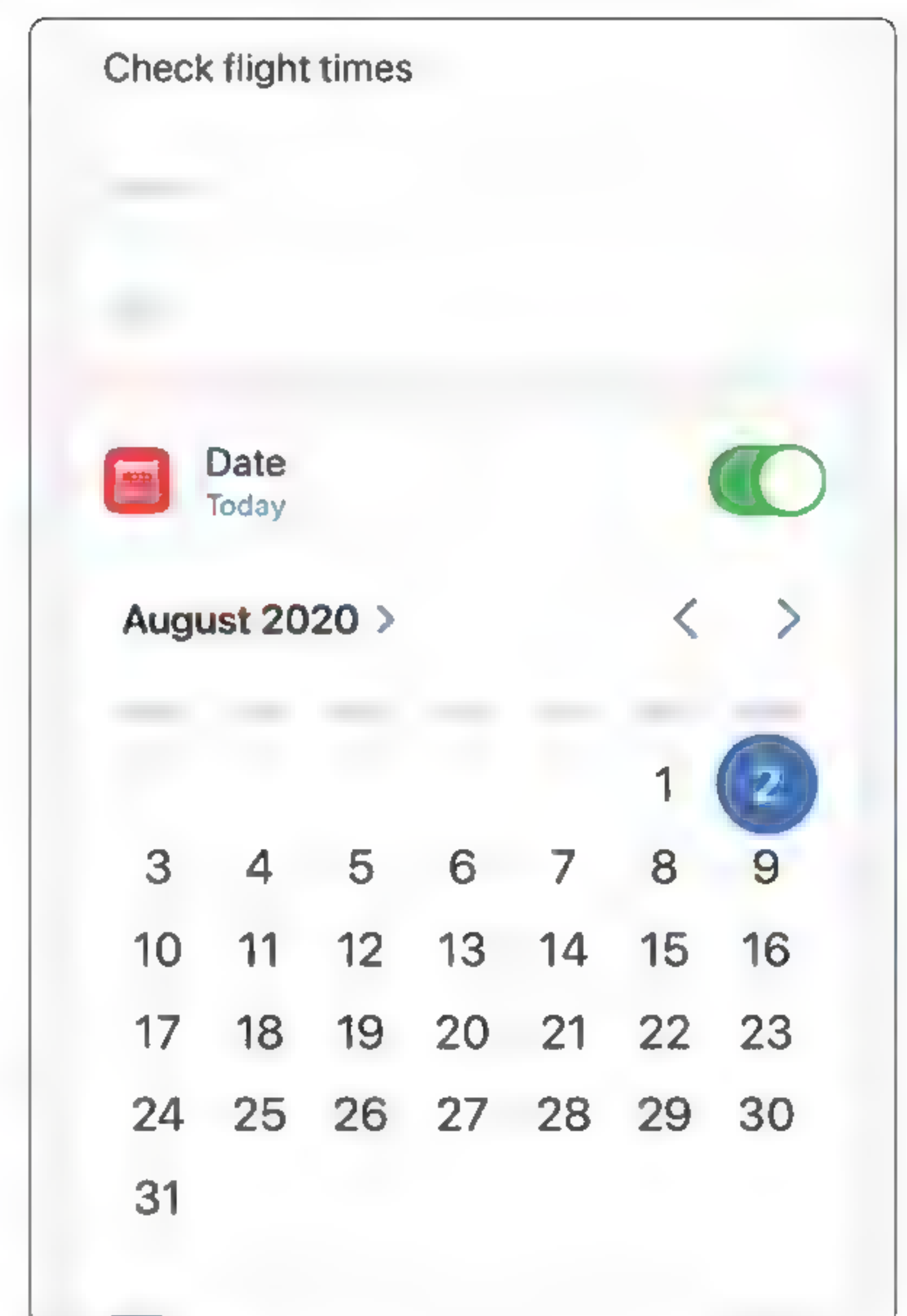
Creating and using Reminders



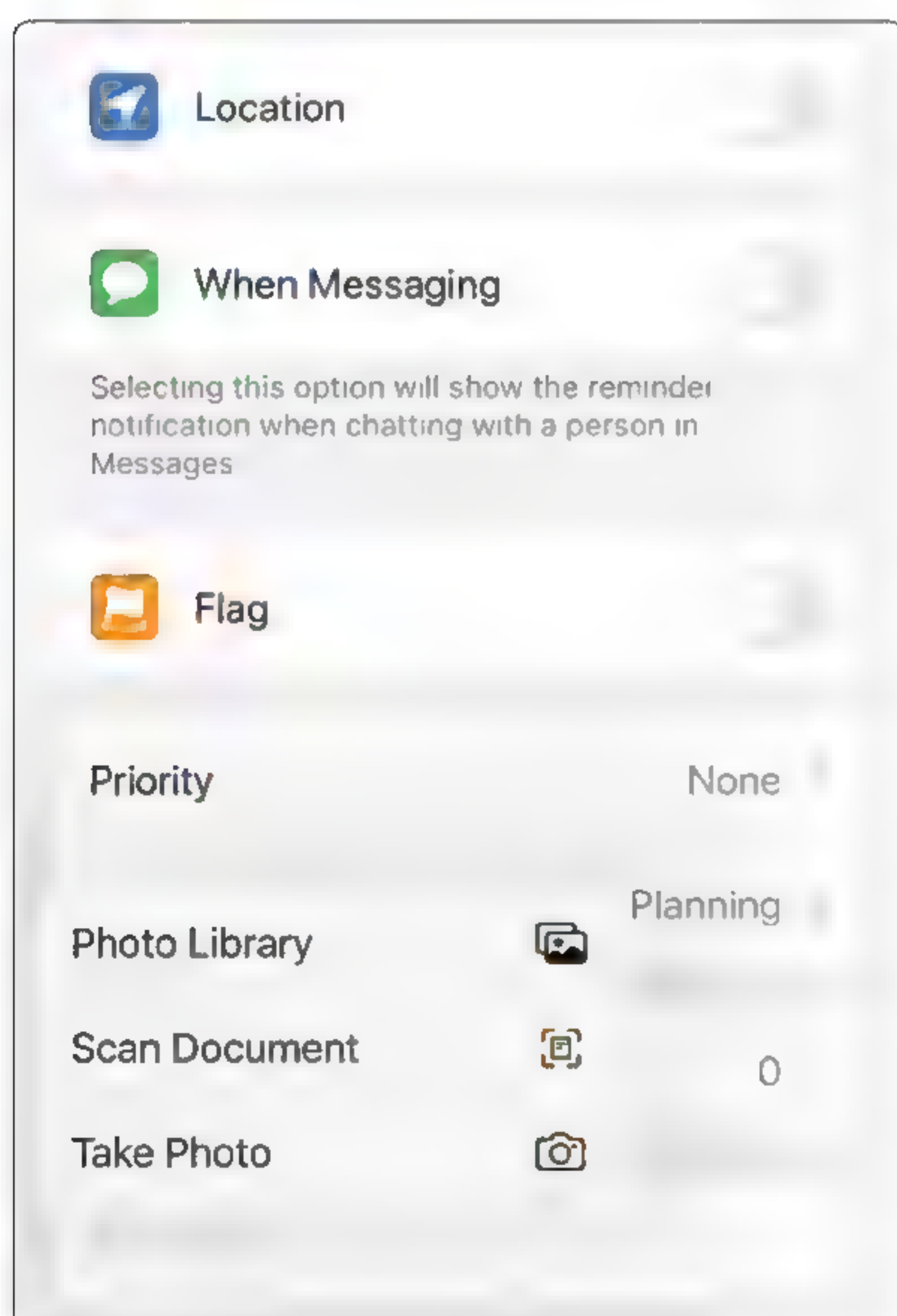
1 To create a new list, on the home page tap the Add List link in the bottom right. Add a title for your list (anything you like) and tap one of the coloured circles to give it a colour. Scroll up and pick an icon or an emoji for the list too. Tap Done when finished.



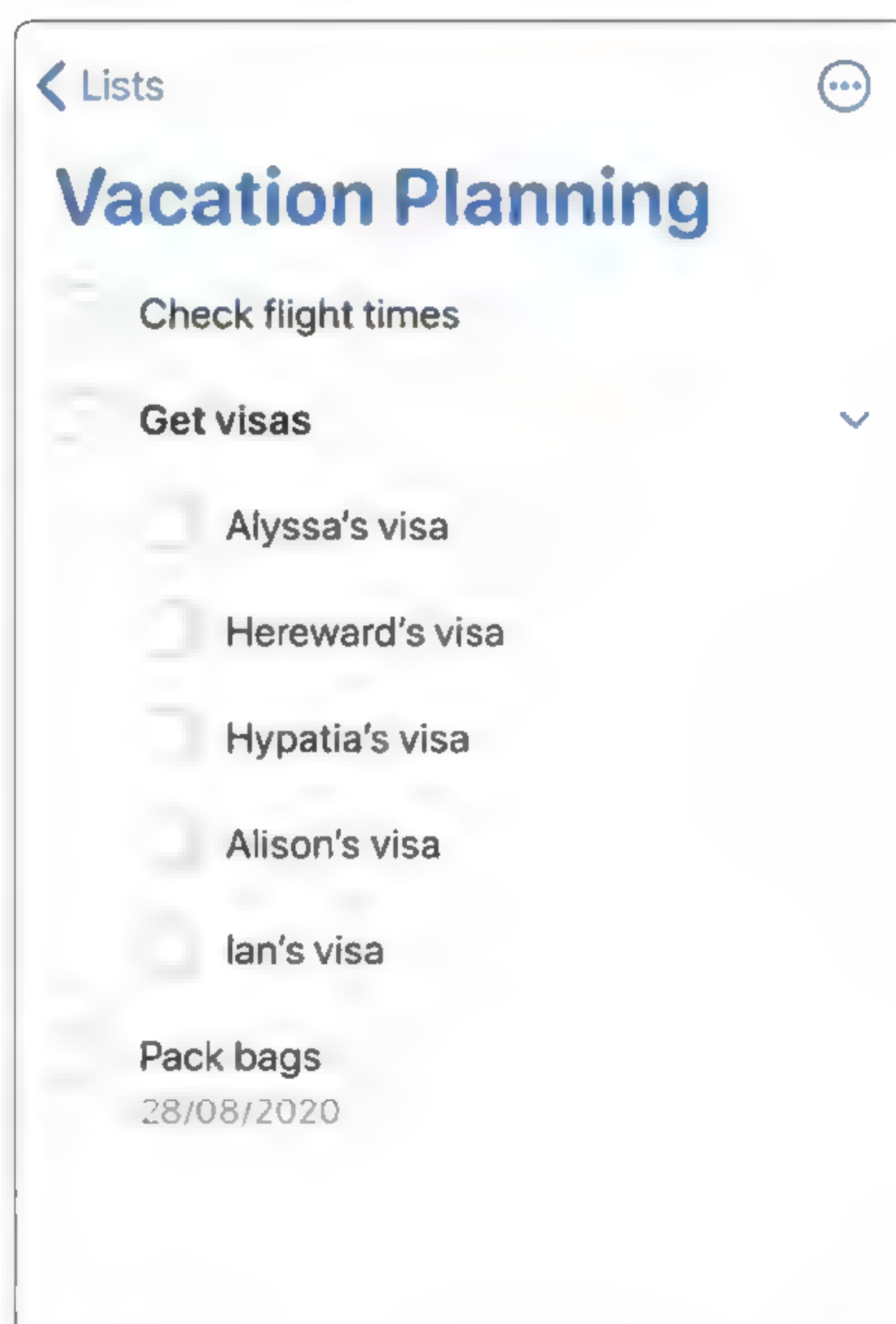
2 To add a reminder to a list, tap the list and tap New Reminder. Add a name and, if you wish, tap the 'i' icon next to it to add notes, a URL, or a flag, set a priority as low, medium or high and more. When you've carried out the task, tap the circle to its left to check and dismiss it.



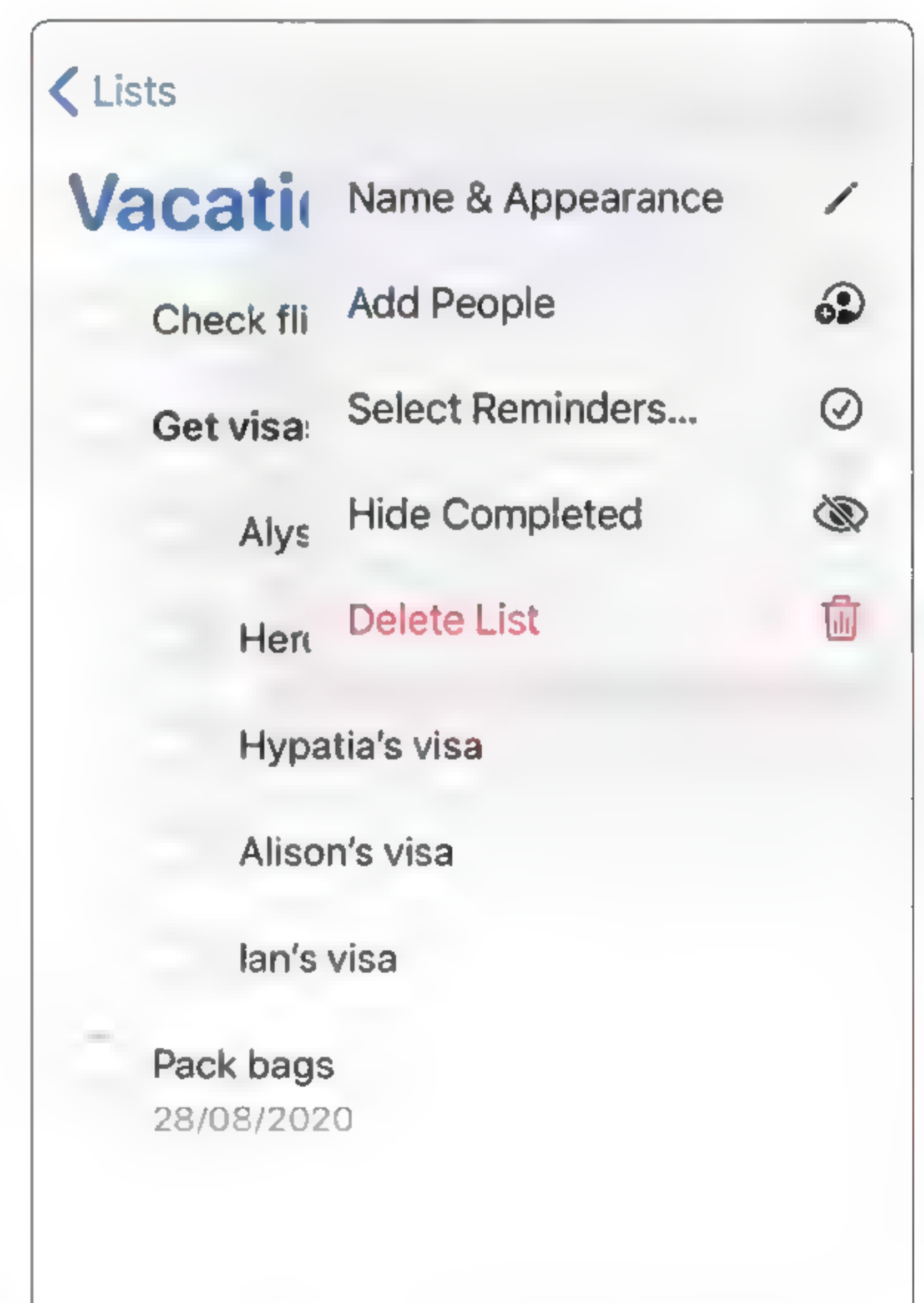
3 To schedule a reminder, tap it and tap the 'i' icon. Use Date to set a day on the calendar picker and add an alarm under Time. Other options include setting it to repeat if necessary, reminding when you reach or leave a location or when messaging a certain person.



4 Tap the Add Image link near the bottom of the Details screen and you can add a photo from your Photos app, take a new one, or scan a document. This picture appears in your list, associated with that particular reminder. Tap to enlarge it.



5 From the Details screen you can add Subtasks to a reminder, breaking down the item of which you need reminding into smaller tasks. In your reminders list, they appear in a collapsible list under the reminder in question, and can also be marked completed.



6 To share a list with another Mac or iOS user, open the list and tap the Three-dots icon (top right). In the menu, tap Add People, then choose how you want to share. Reminders created in iOS 13 and macOS Catalina or later aren't compatible with earlier versions of iOS and macOS.



Messages App

Texts on Your iPhone

Messages is one of the most popular apps on your iPhone. You can use it to send regular text messages, or free iMessages to others with an Apple device; and also to send pictures, videos and audio messages.

Messages in Focus

1 Tap here to take you back to the list of message conversations. Tap one of them to open, and if you wish continue, that conversation, such as the chat you see here.

2 This is the person you're chatting to. The picture is drawn from your Contacts app and is replaced by an initial if it's not available. Tap this pic to open the three icons below, numbered '3' here.

3 Tap the first two icons here to initiate a phone call or video chat respectively. Tap the 'i' icon for a window showing various details about the person you're talking to, including images and attachments sent by them.

4 Your outgoing messages are on the right, incoming ones on the left. Received messages are grey. Sent messages are blue if sent to another Apple device using the free iMessage service, and green if they're sent to non-Apple devices as regular SMS messages.

5 Messages can contain attachments such as photos, videos or small pictures called emojis, such as smiley faces or the coffee cup picture seen here.



6 When an outgoing message has reached its reader, it's labelled 'Delivered'. After it has been opened, this is replaced by the date or, if more recent, the time it was read.

7 Tap the camera icon to open the Camera app. Take a new picture and add it to your message.

8 This icon toggles between the App Drawer, which is seen below, and the predictive text bar found over the keyboard in a number of apps.

9 Type your message in here. When you're ready to send, tap the blue arrow that appears at the right-hand side of the text field when you've typed something in here.

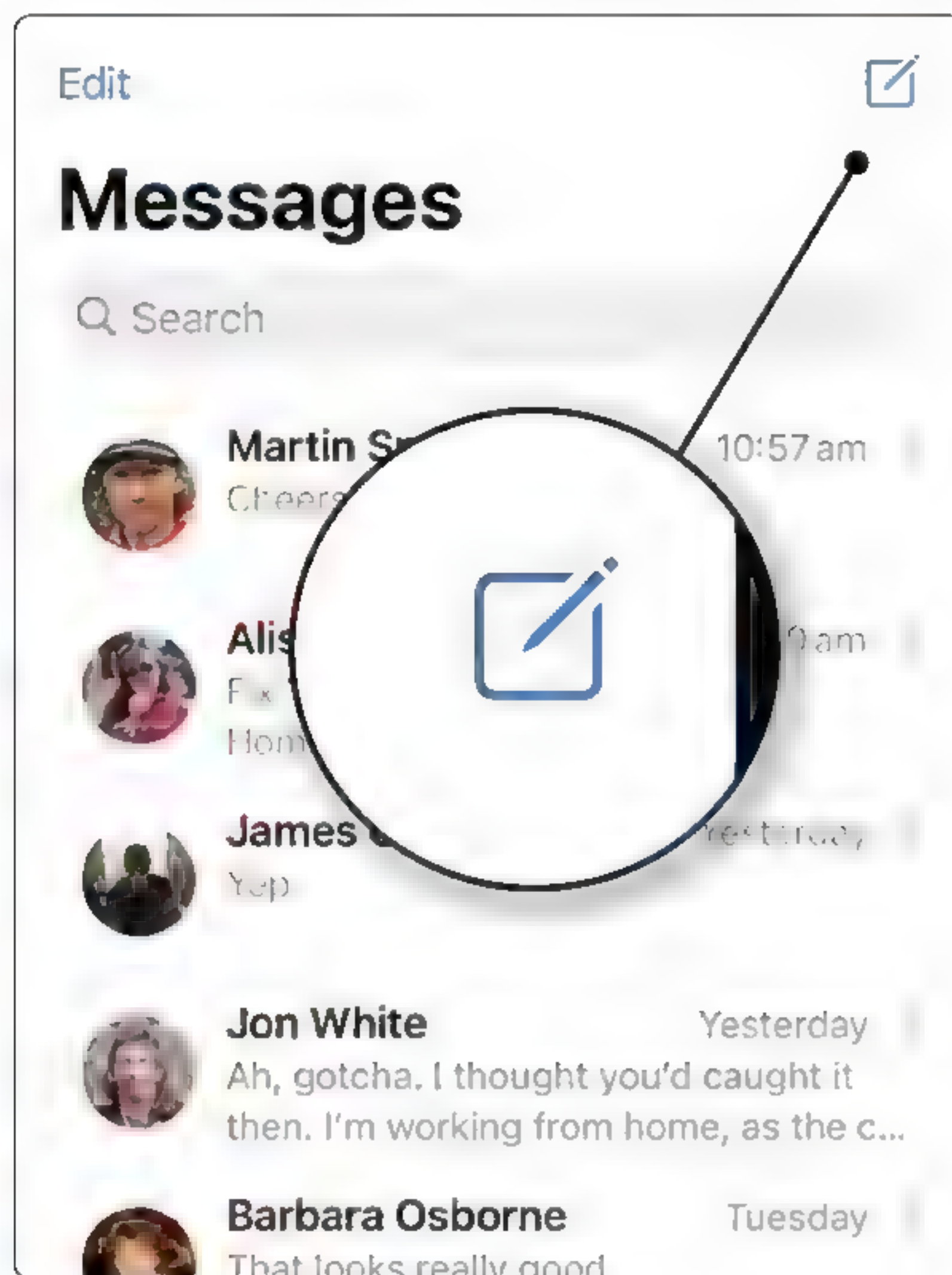
10 Tap and hold the icon here to record and send an audio message instead of text.

11 If you want to send an emoji, such as a smiling face or an object like the coffee cup seen above, tap and hold this key and then choose the emoji keyboard from the pop-up.

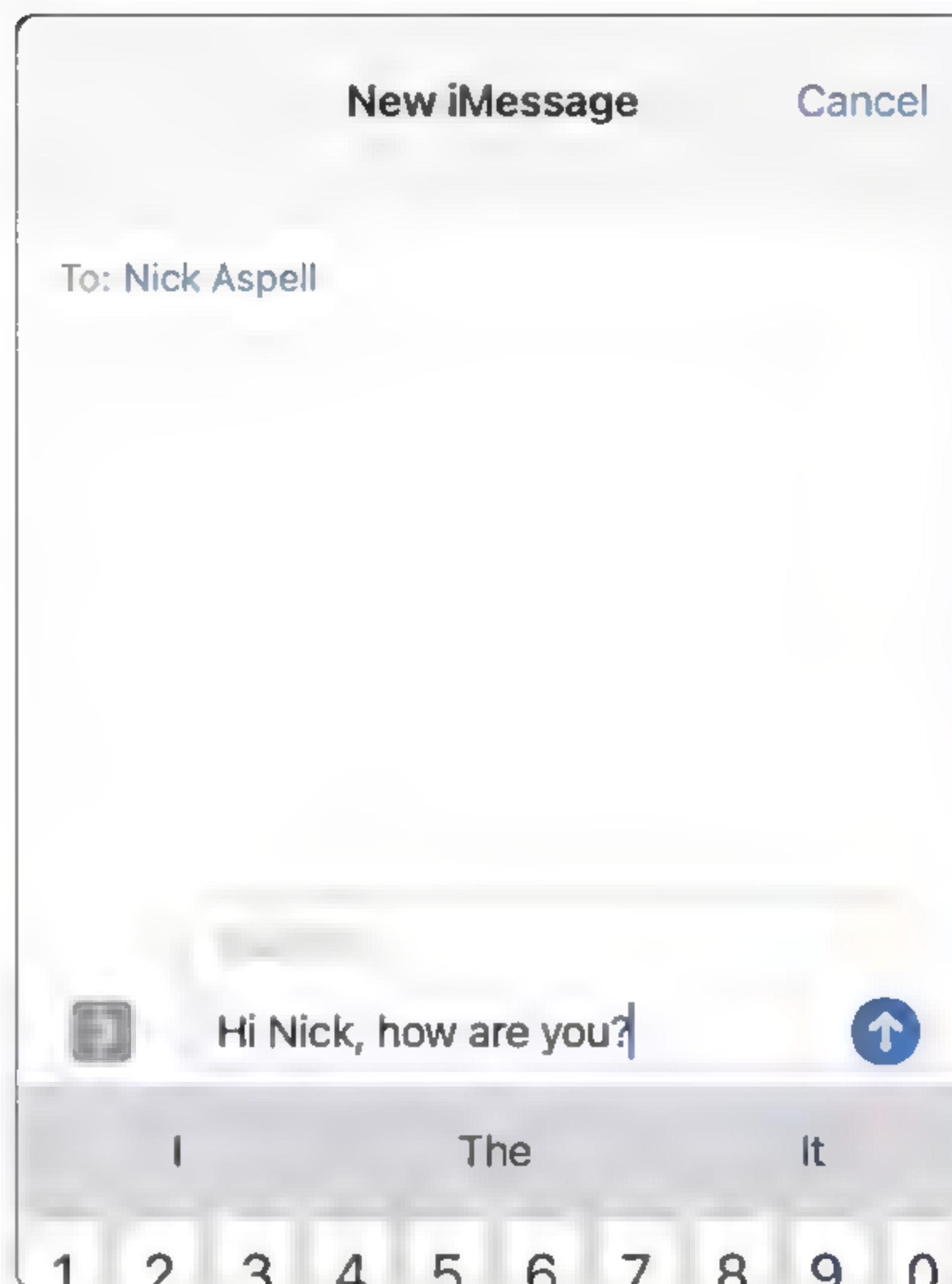
12 Tap here to dictate your message instead of typing it. Your words are converted to text as you speak.



Sending a new message

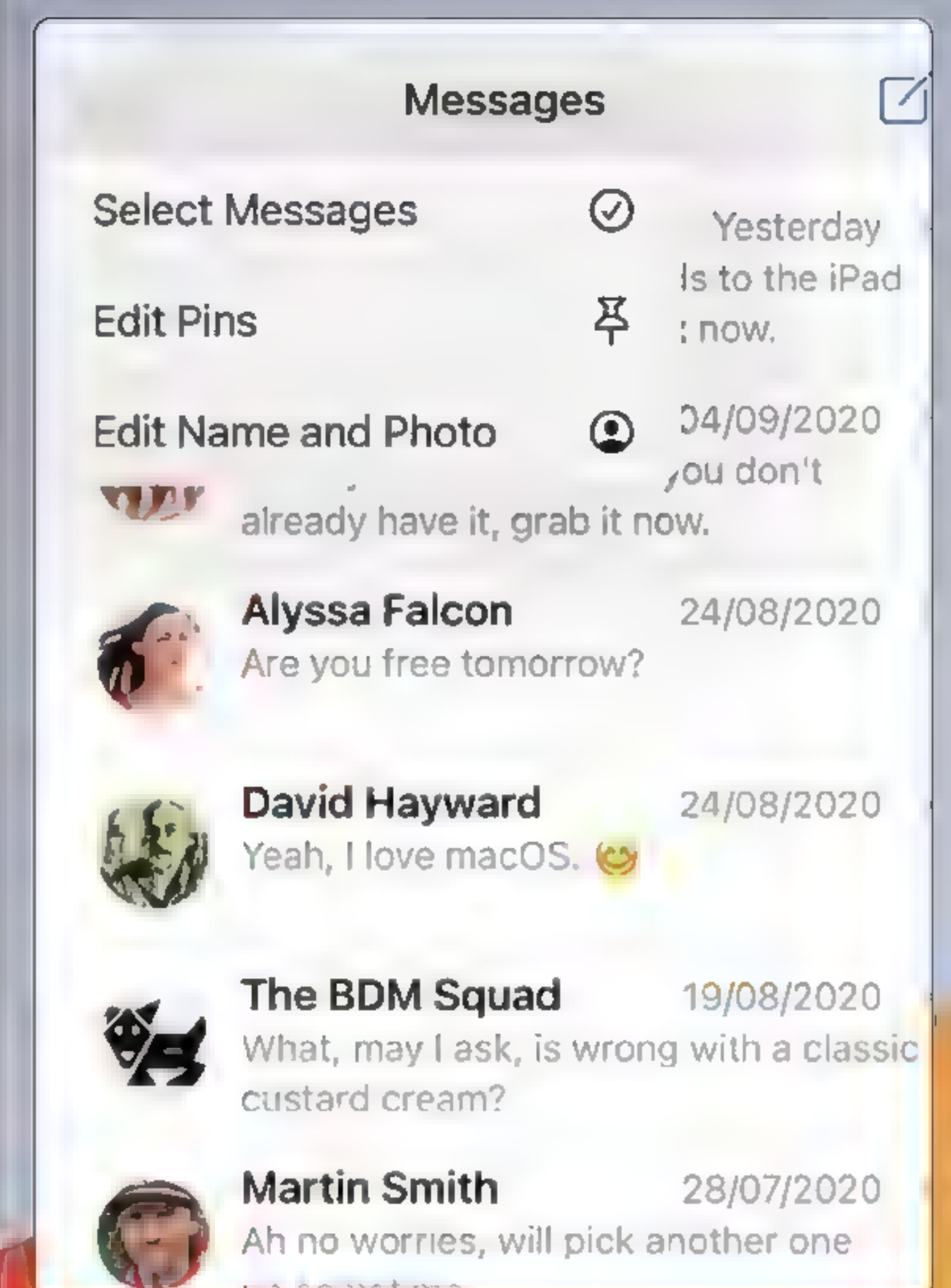


1 Tap the Pen and paper icon in the top right corner to open a new message. In the To field, type the mobile number or email address of the person you want to message. If that person is in your Contacts app, type their name instead, or use the + icon on the left.



2 If the To field turns blue, it can be sent through iMessage (free). If it turns green, it's sent as a regular text message. If it turns red, the device you entered can't receive a message. When the other person is typing a reply, three dots in a speech bubble appear.

Messages Profiles.

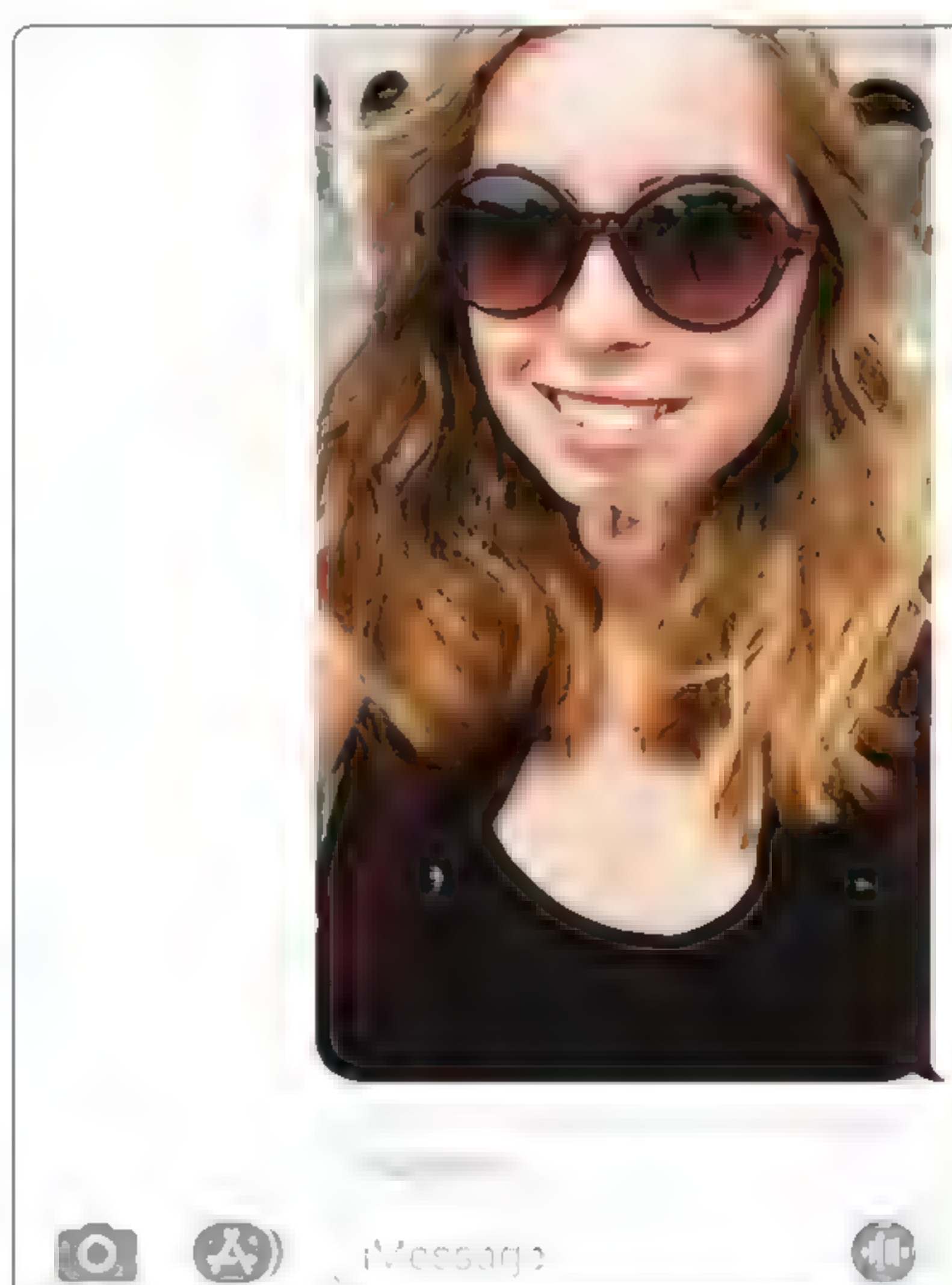


On the Messages screen, tap Edit (top-left corner) for a pop-up. The options offered are Select Messages to delete or mark as read several messages at a time, Edit Pins for pinned conversations and Edit Name and Photo, where you can set up a profile. Tap this option.

Voice and video messages



1 To send a voice message, tap and hold the wave form icon to the right of the text field. Speak your message and release when you're done. You can review your message by tapping the Play icon, and then send it by tapping the up-pointing arrow. If you're not happy with it, delete it using the X icon.



2 To send video messages, tap the Camera icon to open the Camera app, from where you can select Video and record your movie in the usual way. When you're finished, either tap the blue arrow to send, Done to add text before sending, Play to review it, or Retake if you dislike the recording and want to try again.

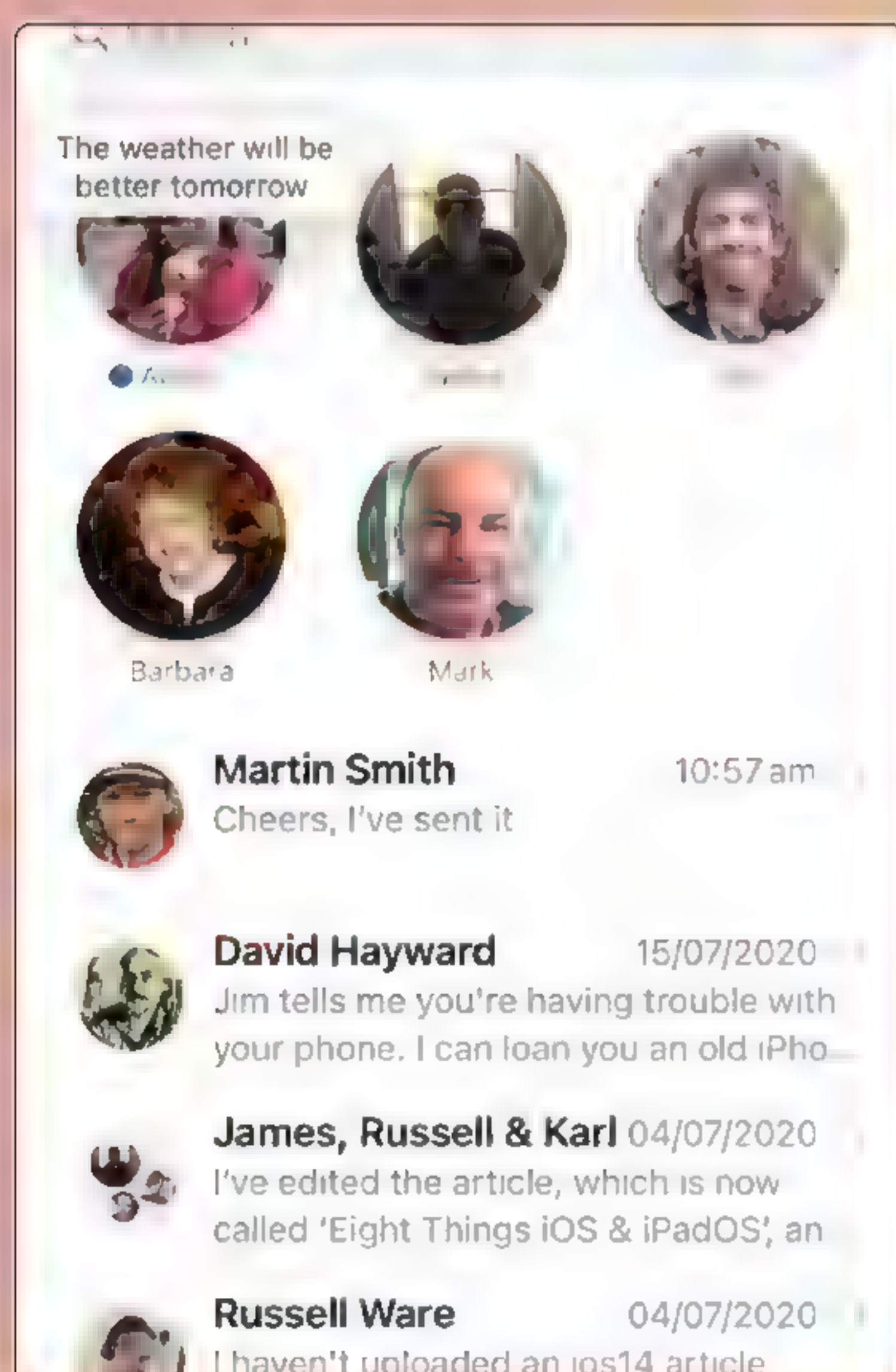


On the next screen, choose a picture for yourself. This can be a photo, a memoji, or simply your initials. You also get to set your display name. After setting a couple more options, this picture and name are used to identify the messages you send out from your iPhone.

Pinned Messages.

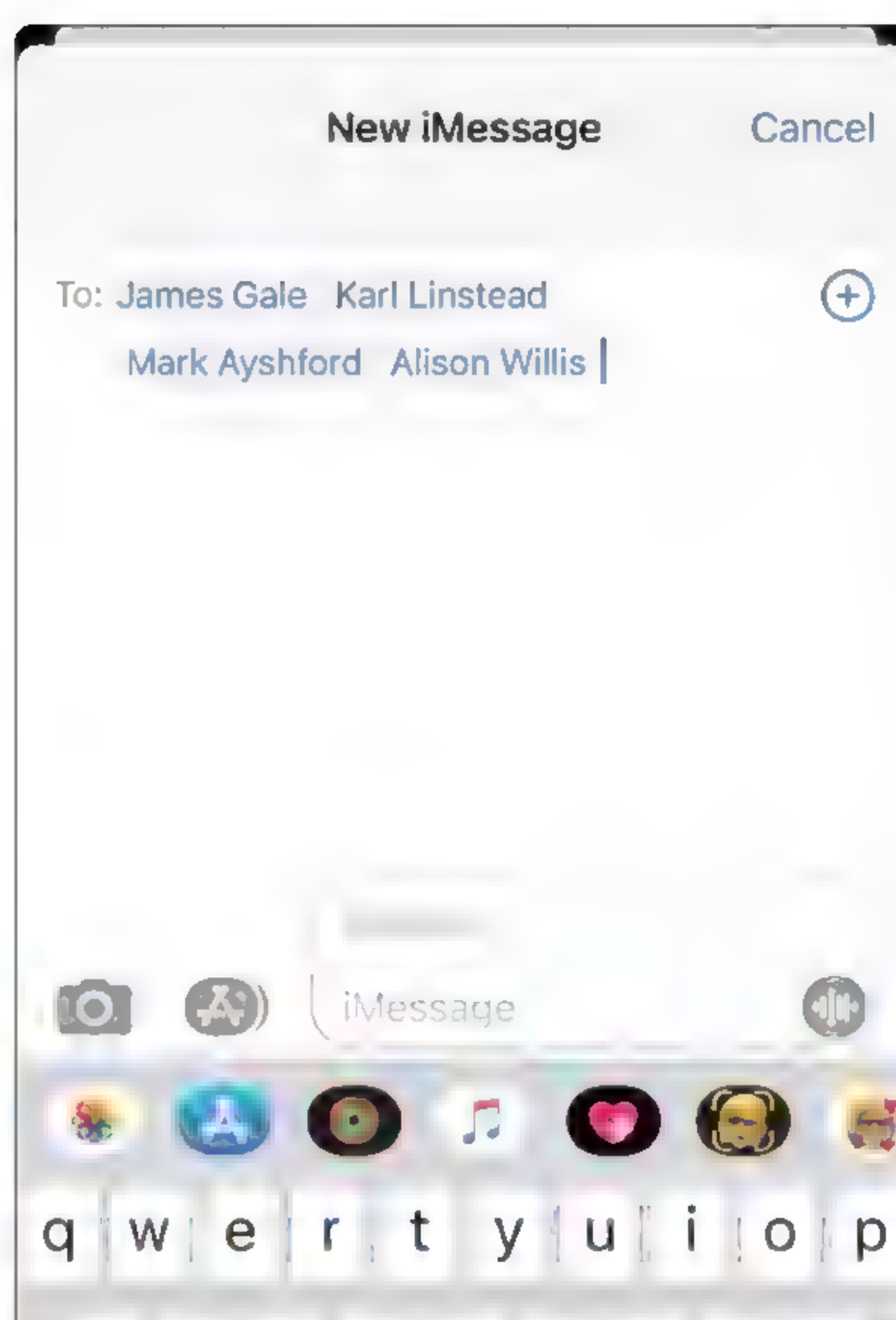


You can pin up to nine Messages conversations to the top of your Messages list. To pin a message, either tap and hold a message on the main Messages page seen here and then tap Pin Message in the pop-up, or swipe it right and tap the yellow pin icon.

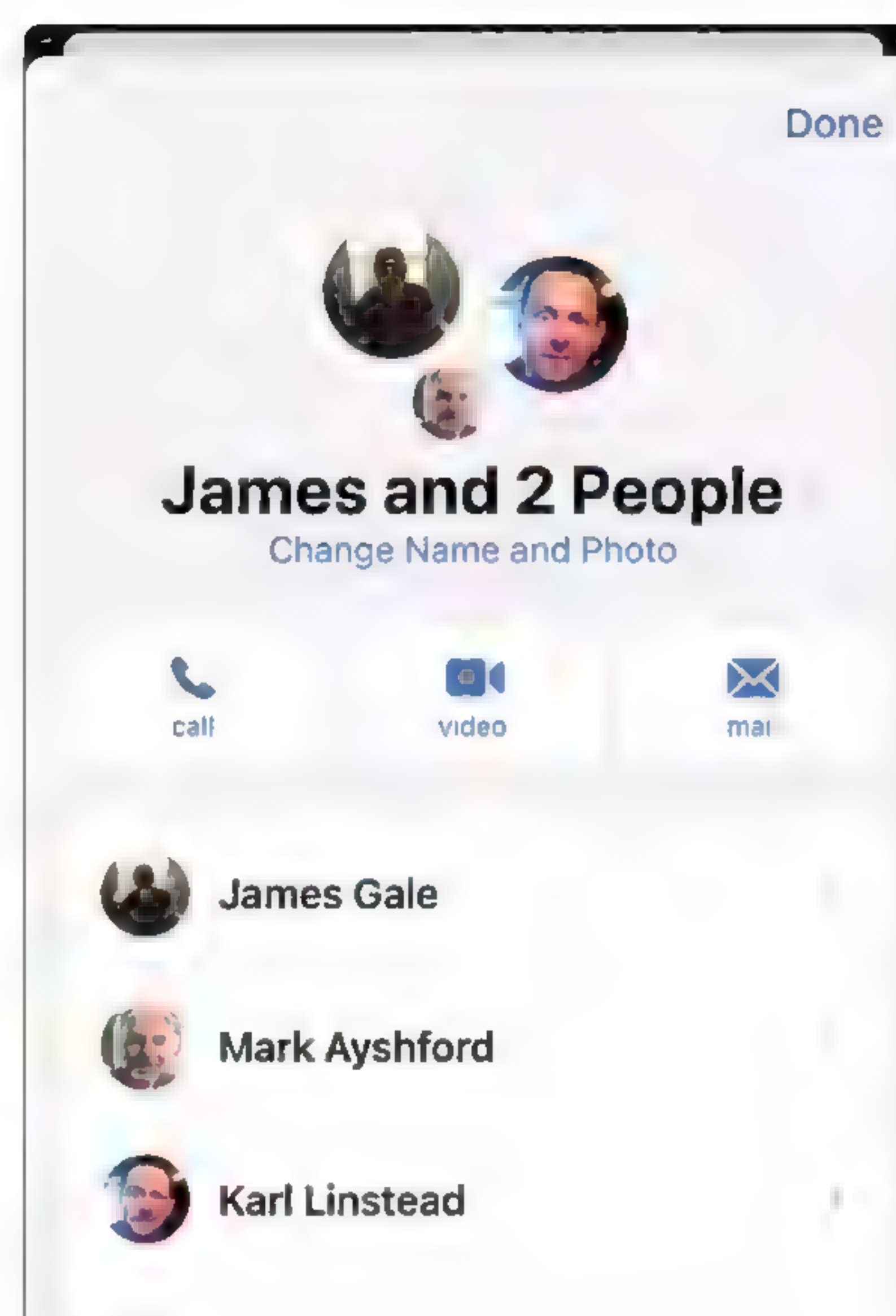


You can pin up to nine conversations to the top of your Messages list, where they're shown using the contacts' photos as icons. Incoming messages are shown against the icon of the person who sent it. Tap a pinned picture to open the Messages conversation.

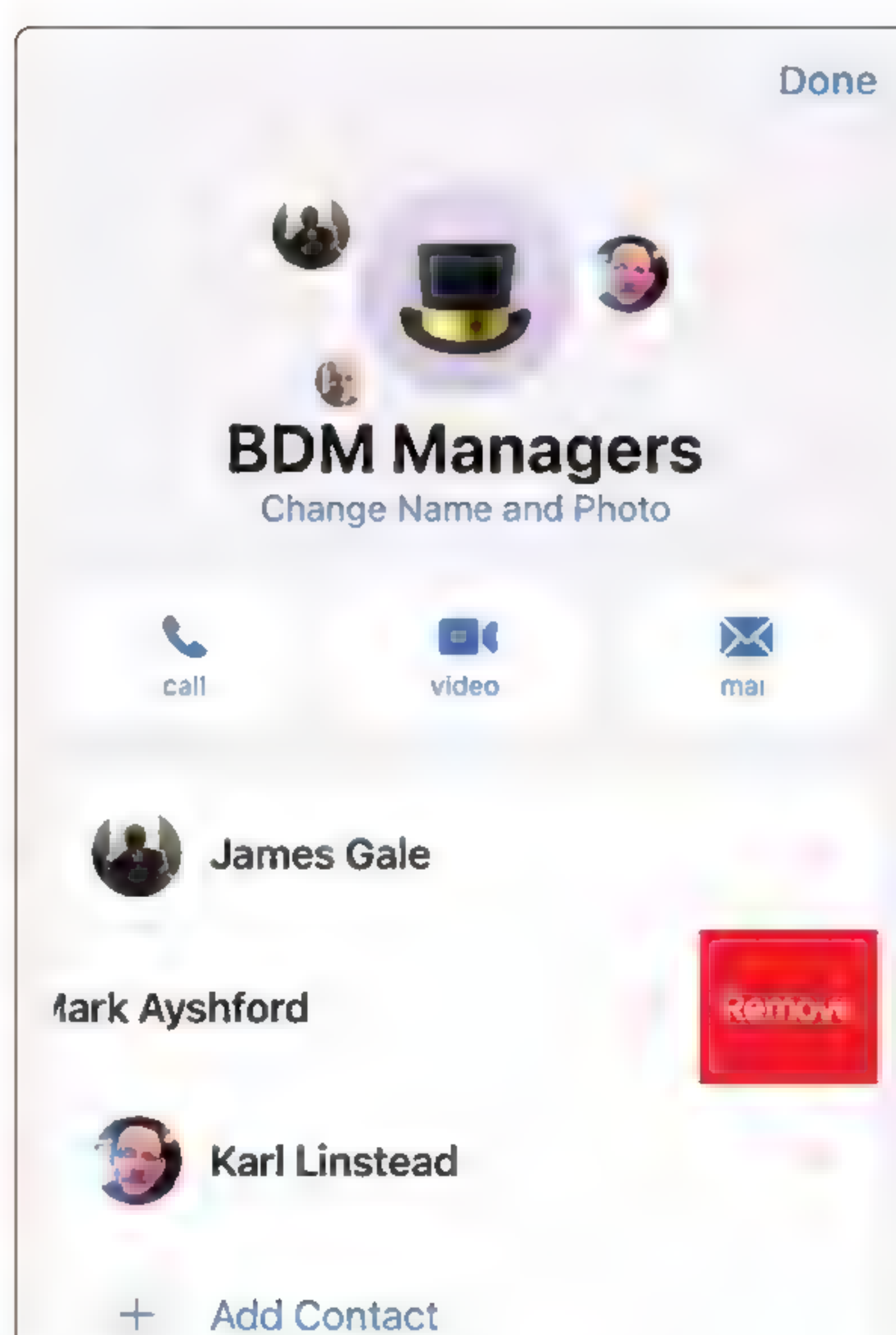
Group Messages



1 You can add multiple recipients to start a group conversation, just by typing more than one person's name or number in the To field of a new message. When group messaging, the name of the sender appears above each message so you can see who said what.



2 In a group conversation, you can access unique controls by tapping the People icons at the top of the screen, then tapping 'i'. Tap the Change Name and Photo link under the icons and you can rename the group, and give it a picture of its own instead of the people pics.



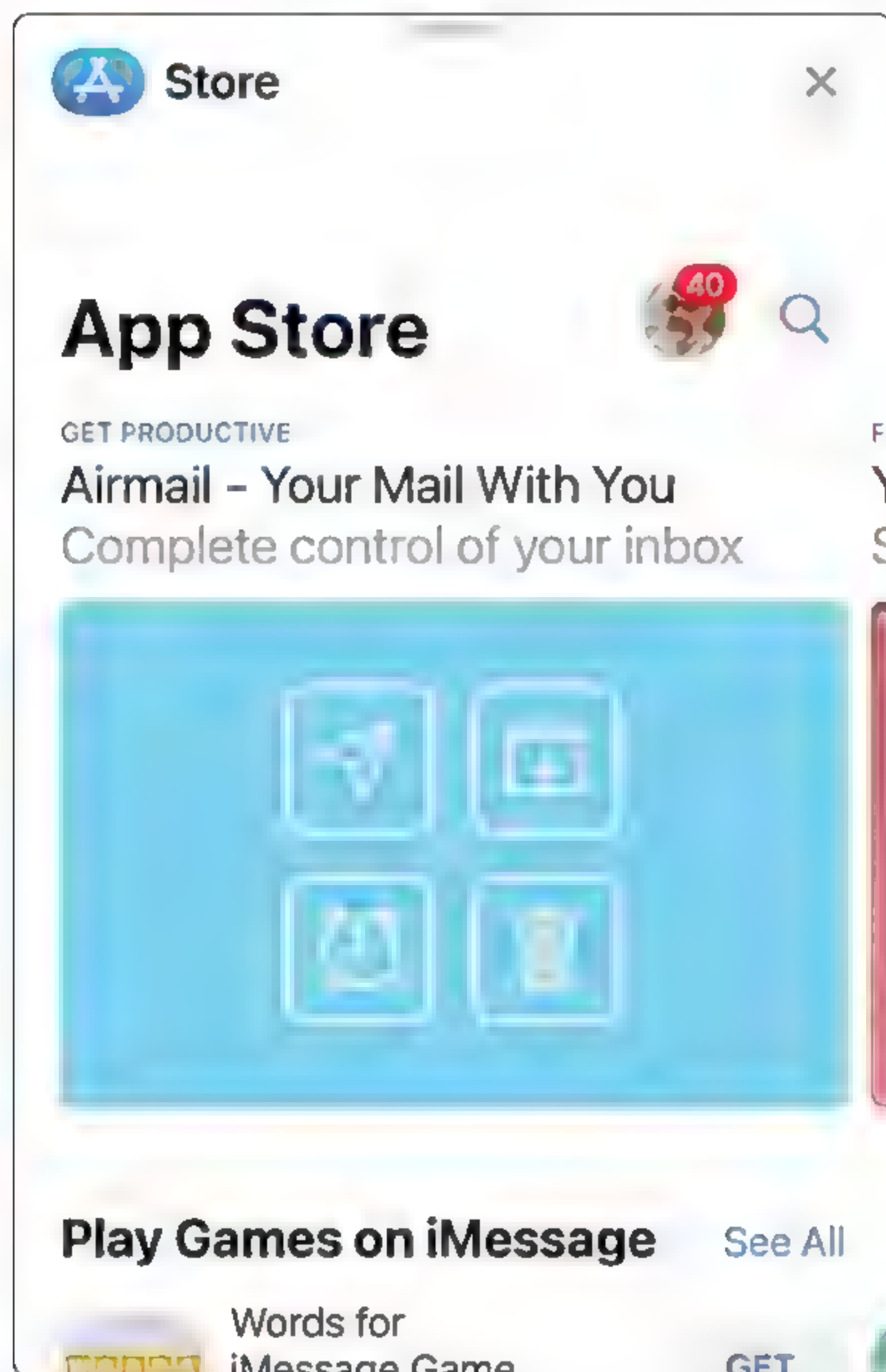
3 Swipe a name to the left and tap Remove to delete someone from the group conversation. Tap Add Contact to add someone to the group. With the location links you can let the rest of the group know where you are; just the thing if you're all meeting up somewhere.



4 While in a group conversation, you can type a name of someone in the group to send the message to that person alone. You can also long tap a message to reply directly to that specific message, and view replies in the group or in a thread of its own.

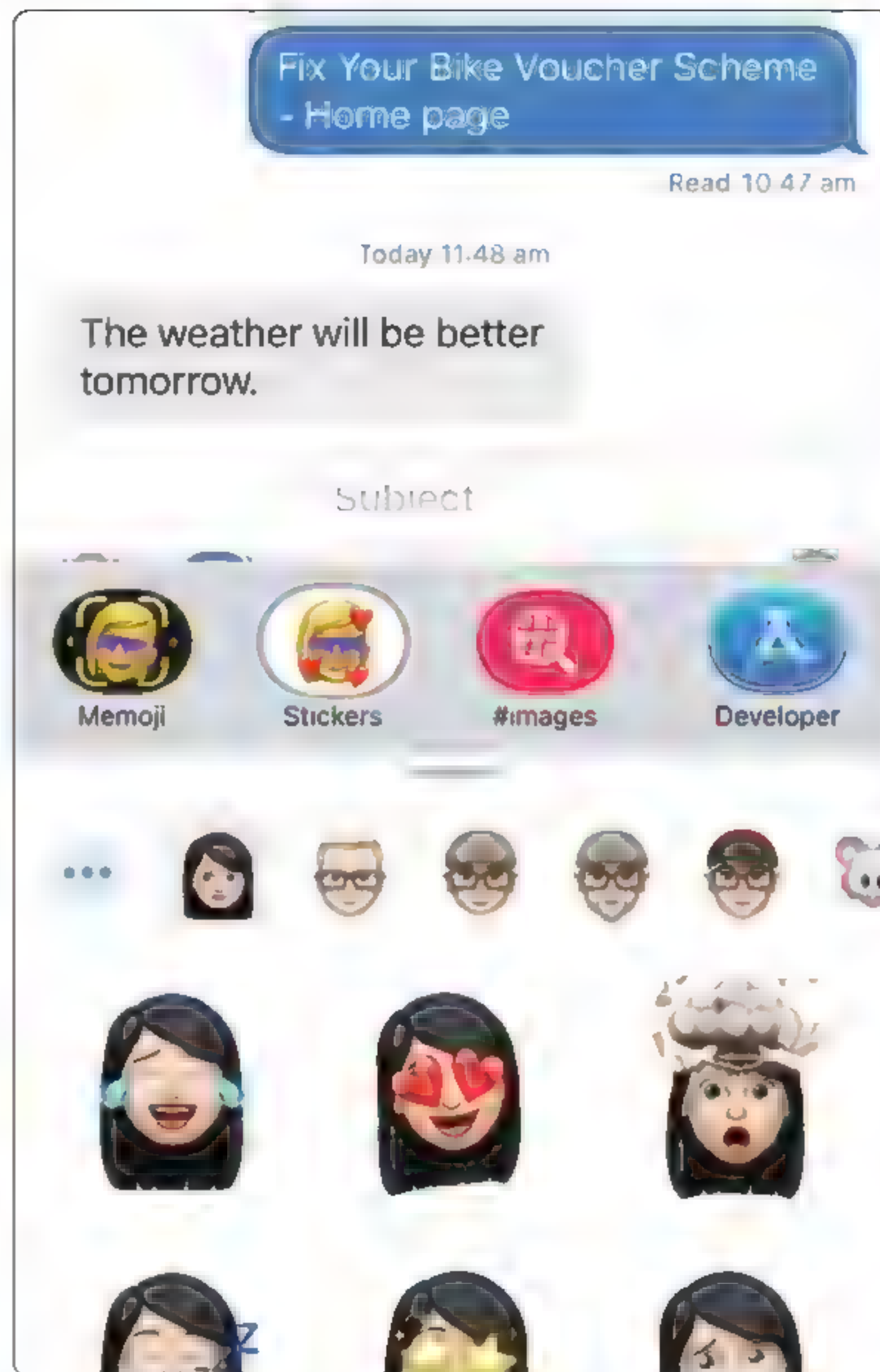


The App Drawer



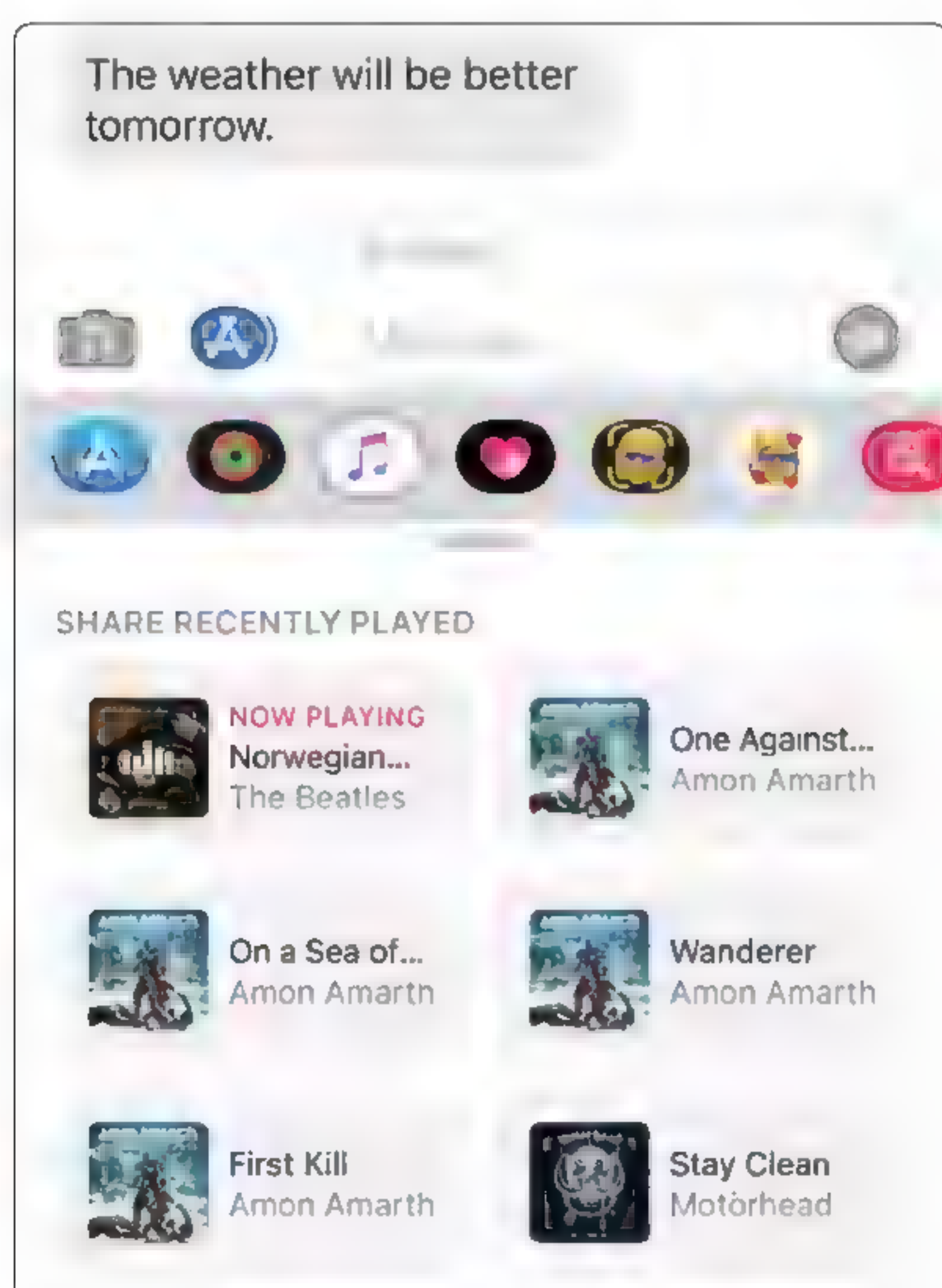
Basics

Tap the App icon next to the text field to open the App Drawer. Tap on the blue app icon on the left to go to the App Store where you can get stickers, games and apps to use in your messages. Some of these sticker packs are free too.



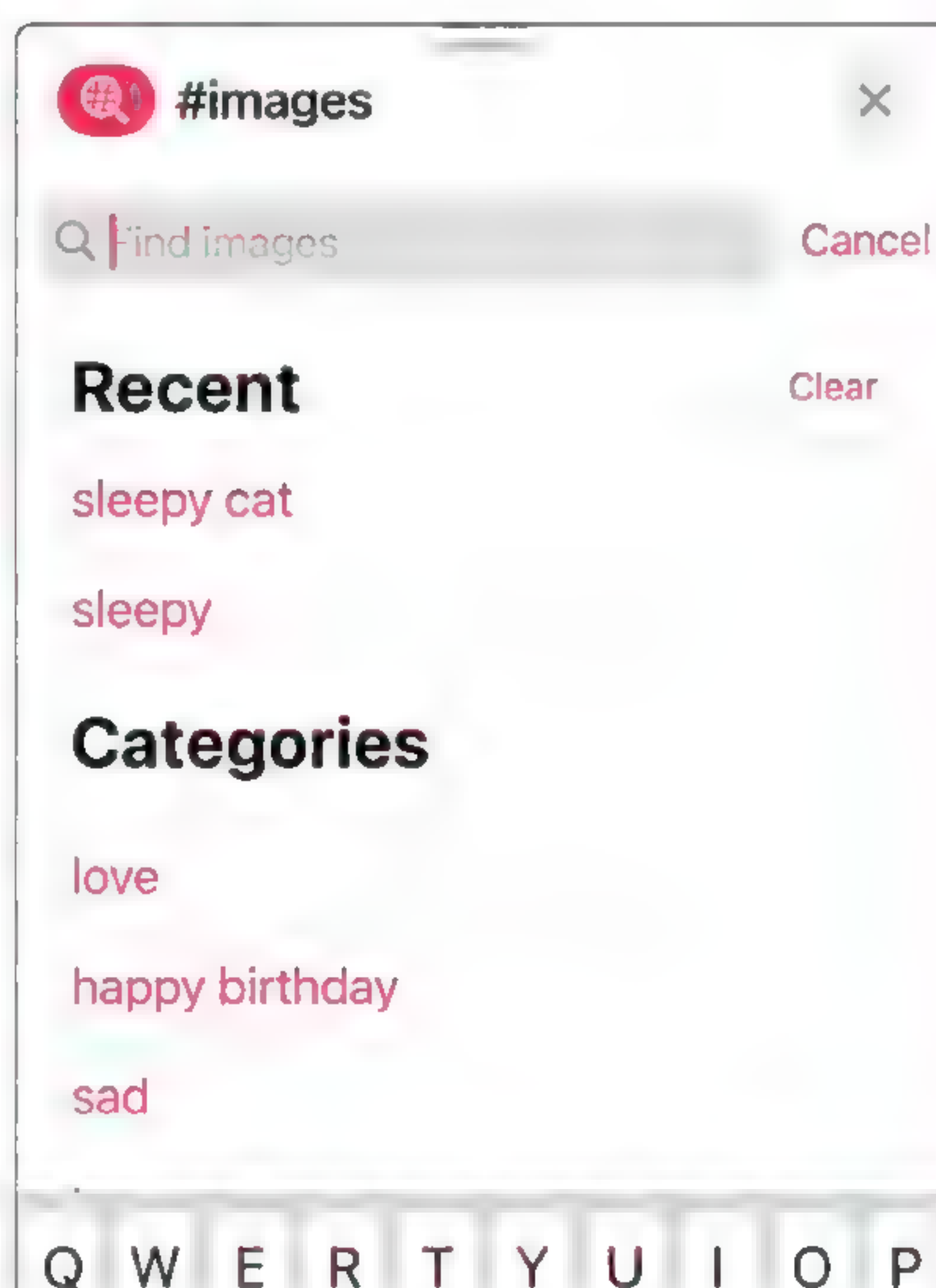
Stickers

Tap the Stickers icon (showing a face and hearts) to access your stickers. Scroll the top row right or left to choose from memoji, animoji and sticker packs you've installed yourself. Scroll the bottom two rows up and down to choose a sticker.



Music

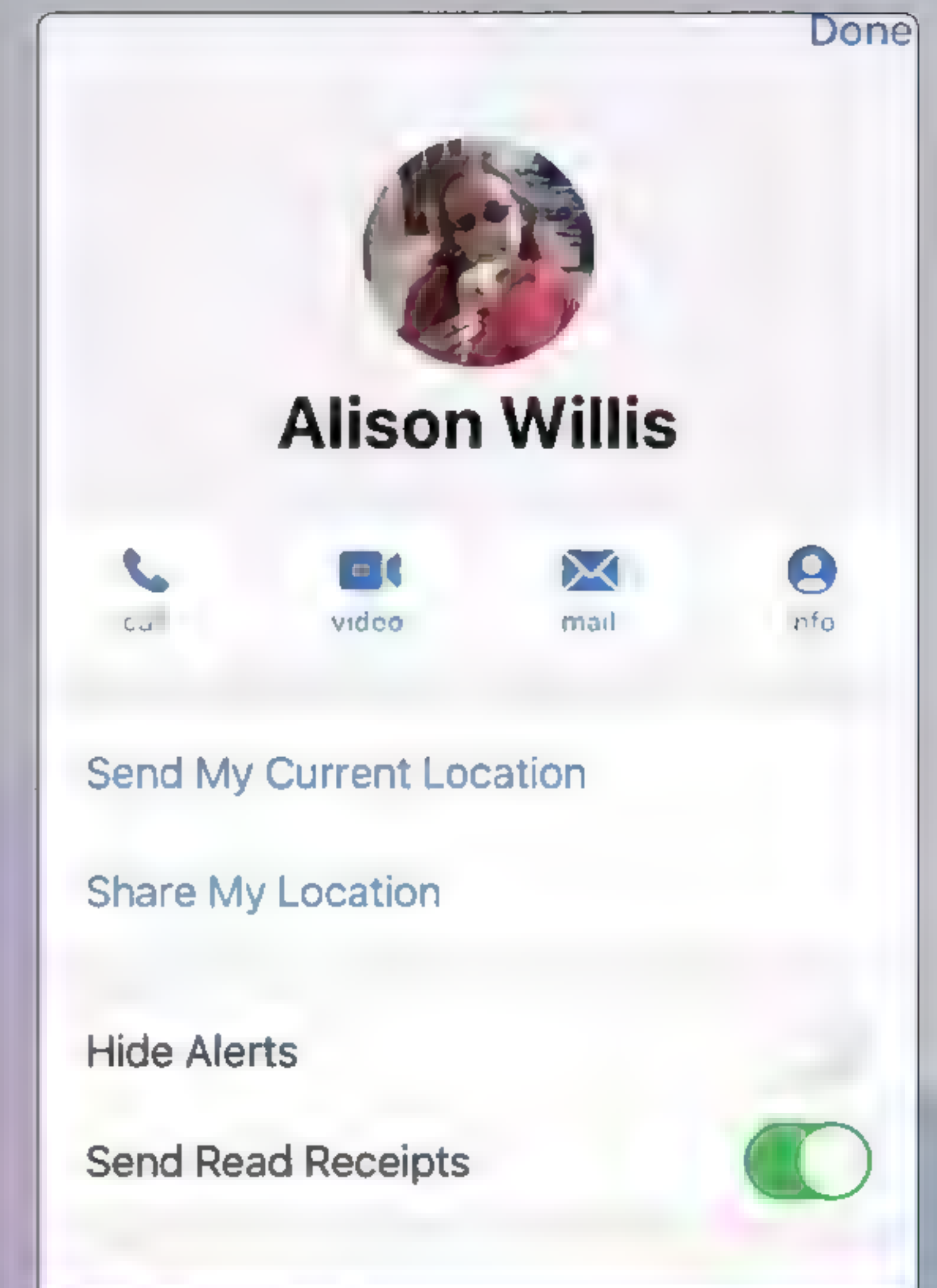
To share something you listened to on Apple's Music streaming service, tap the Music icon and then tap the album or song you want to share to send a link. This can only be played if the recipient is an Apple Music subscriber too.



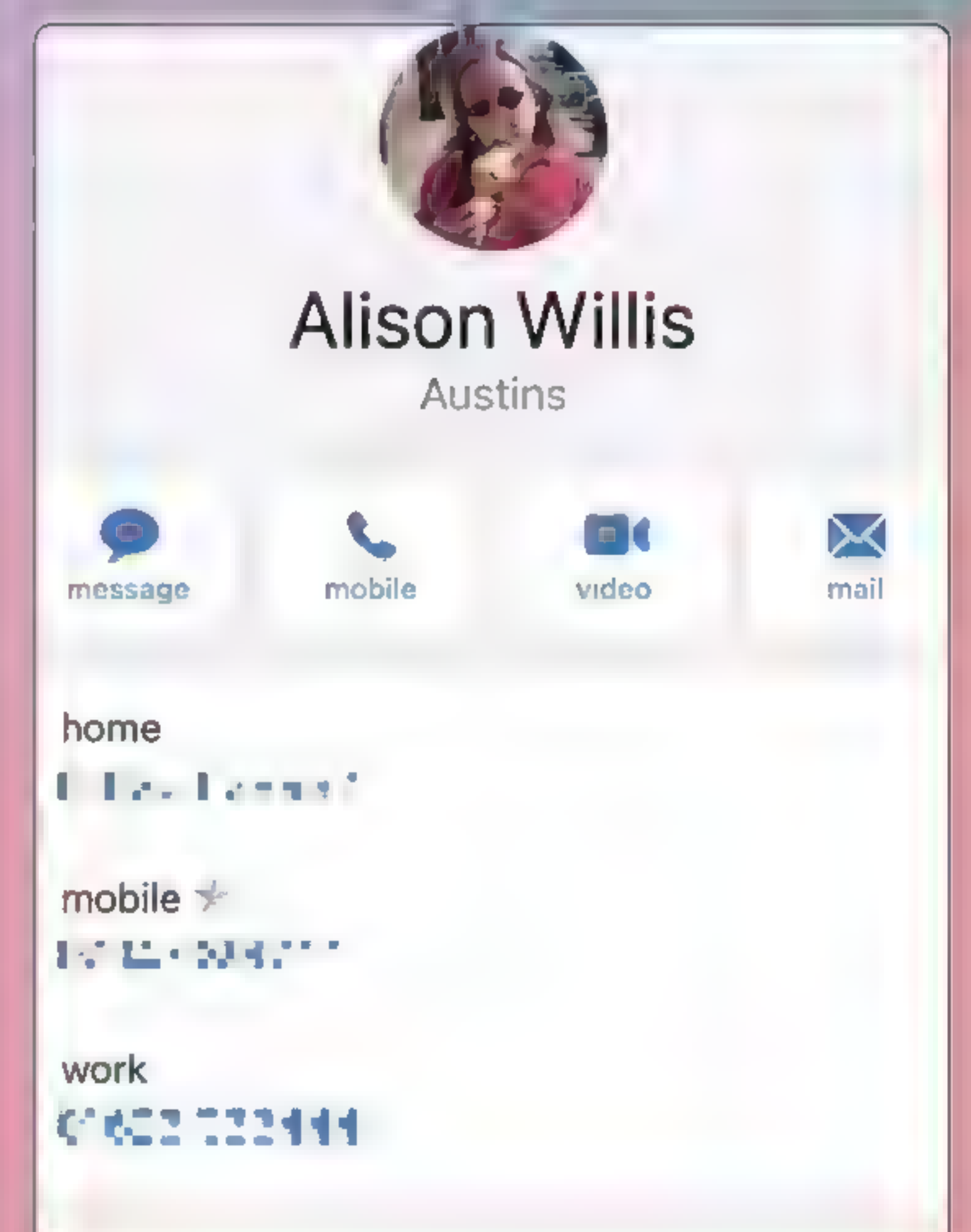
Images

Tap the Magnifying glass icon for a selection of images for your messages. There are all sorts of animated pictures on offer; scroll up for more. You can also use the search bar at the top of the images to find exactly what you want.

The Details window.

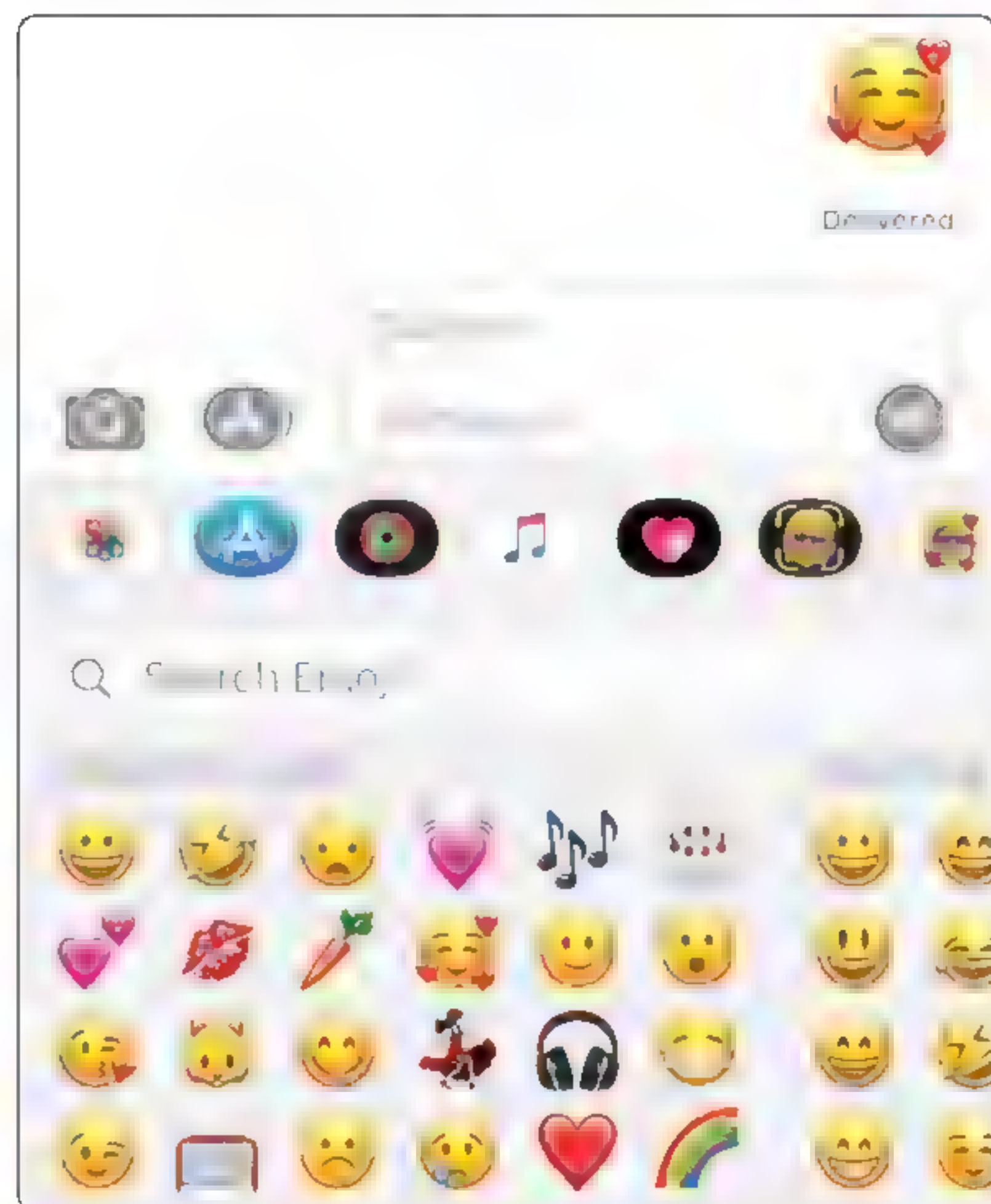


Open a message, tap the icon pic at the top, and then tap 'i' to the details screen. You're shown the person's name, some location options and also images and attachments recently sent to you by that person. You can turn alerts and receipts on or off here too.



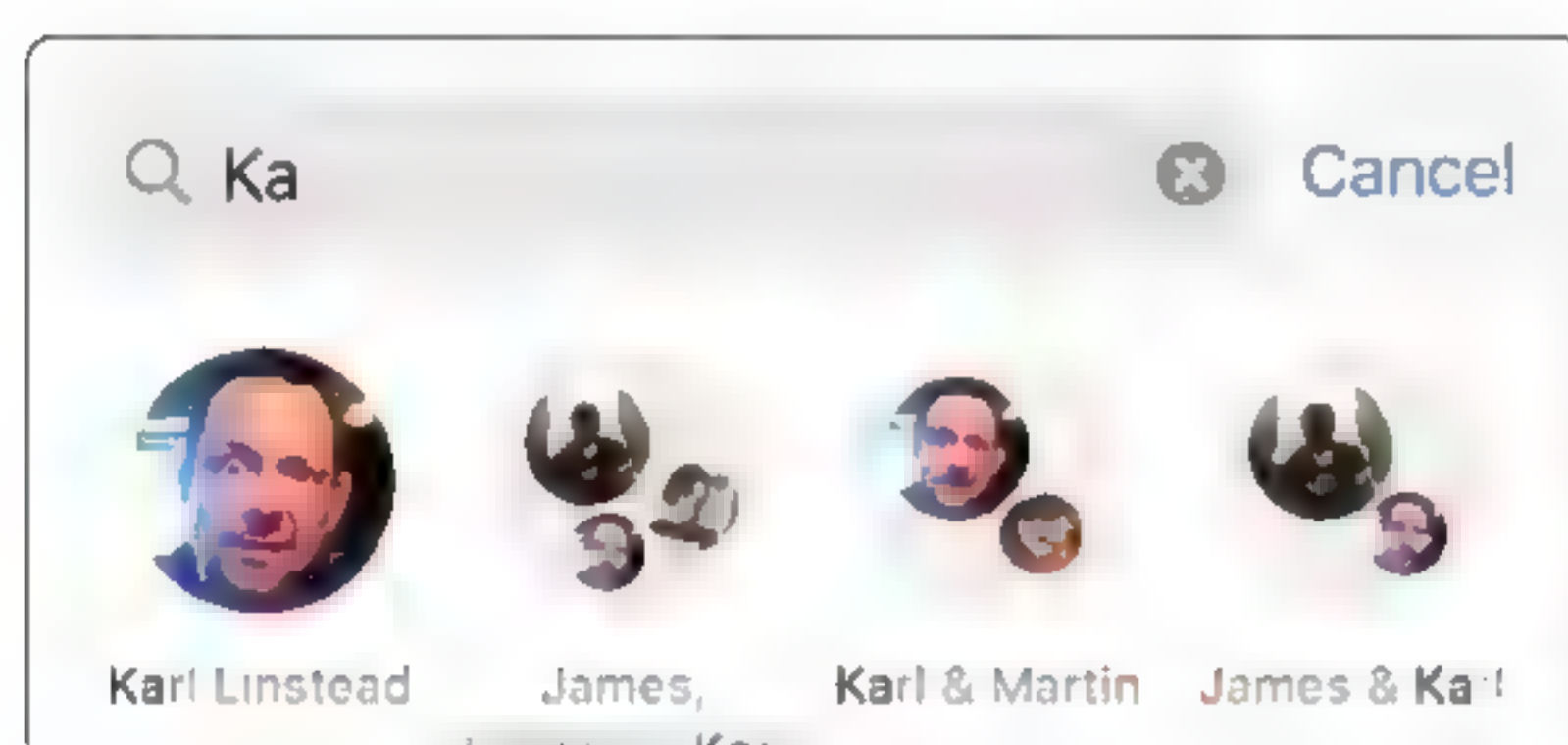
Tap the person's name for their contact details; you can start a phone or FaceTime call from here. Tap Send My Current Location to show them where you are by sending a link to your whereabouts on the Maps app, or Share My Location to send it for a specified time.

More great Messages features



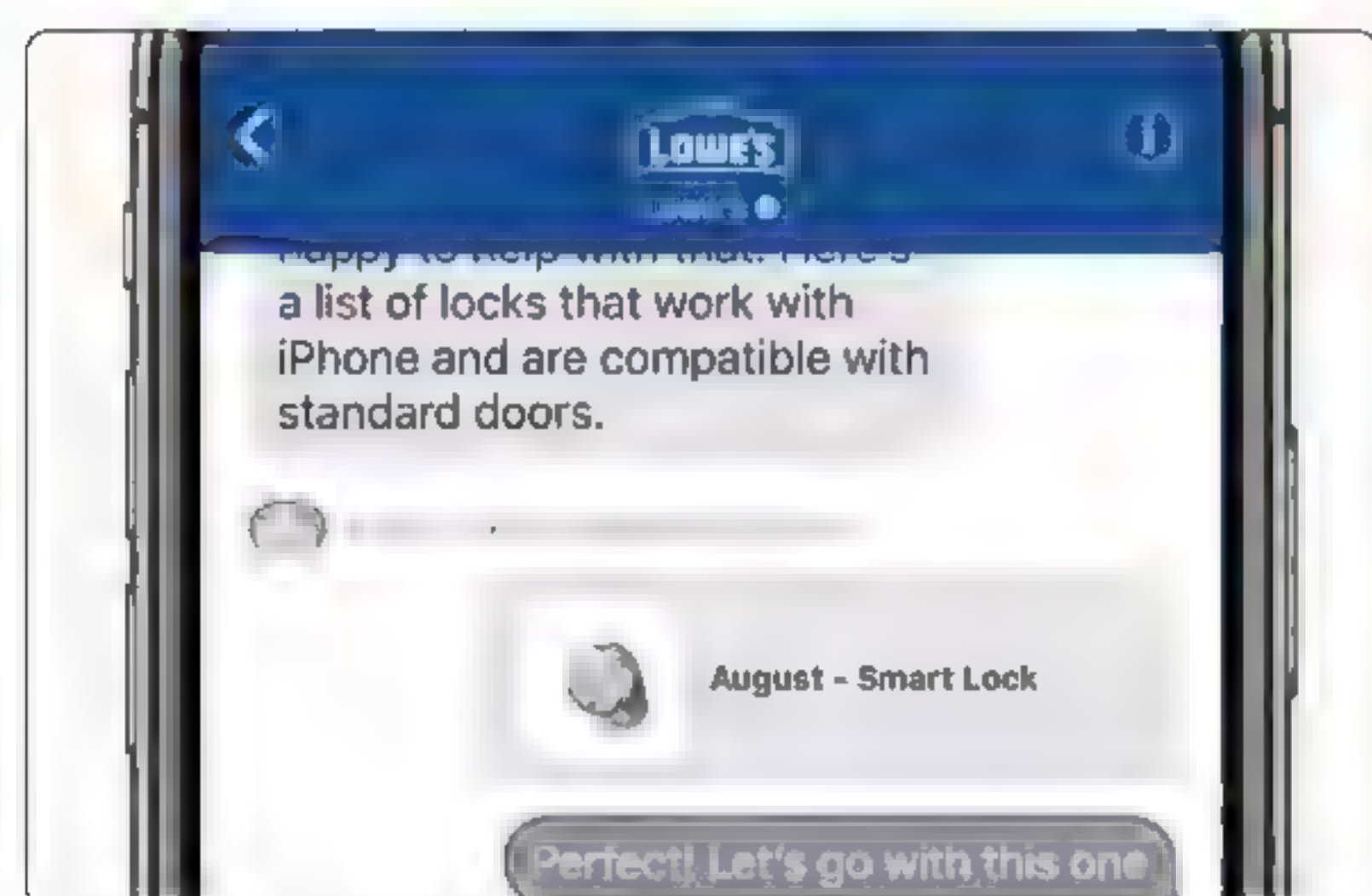
Using emojis

Emojis, including smiley faces, can be found by tapping and holding the keyboard's Globe icon and selecting Emoji. Slide them right and left for more. An emoji sent on its own is shown larger.



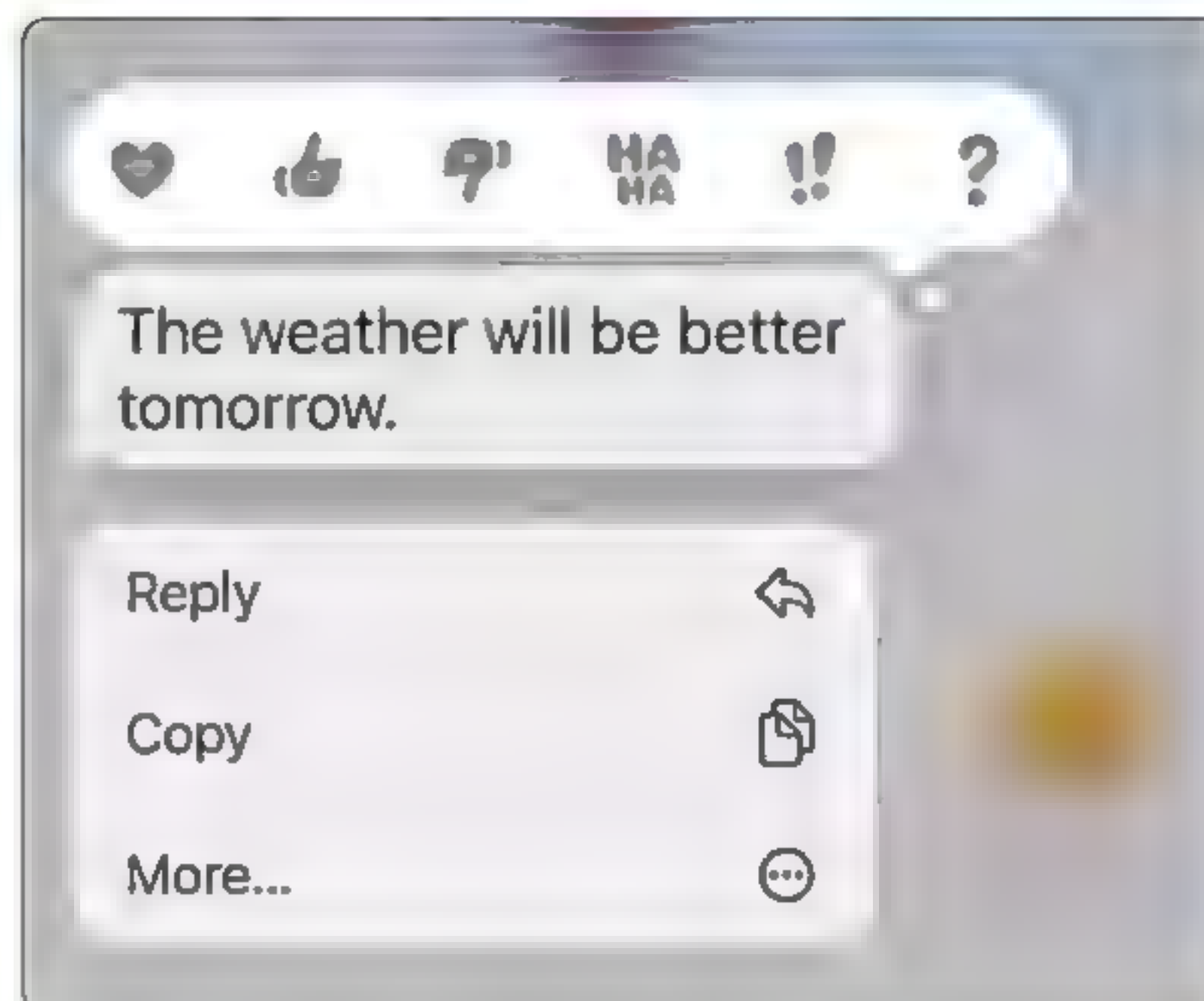
Search features

Pull down the Messages screen to see the Messages app's search field. Tap it, and you're offered recent people, links, photos, and locations. Start to type, and these suggestions are streamlined, and conversations are added.



Business chat

Business Chat lets businesses connect with customers using Messages. You can chat to a salesperson or customer services, schedule an appointment or make purchases. Start a Business Chat conversation from Safari, Maps, Spotlight and Siri.



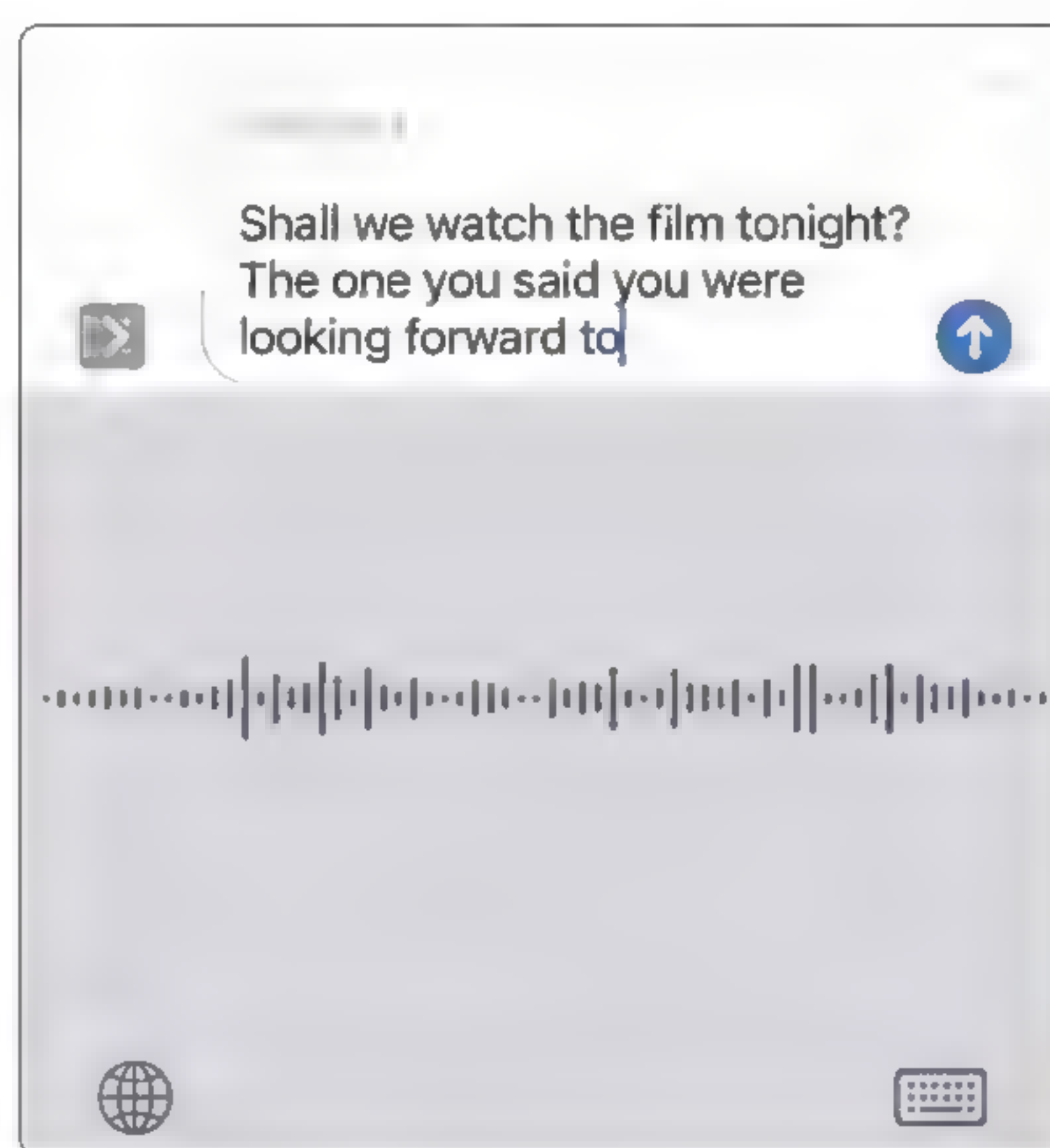
The hold bubble

Tap and hold on a message you've received and a bubble appears above it. This bubble offers a range of options. You can like or unlike the message with a thumb icon, send a heart, a laugh or question mark and more.



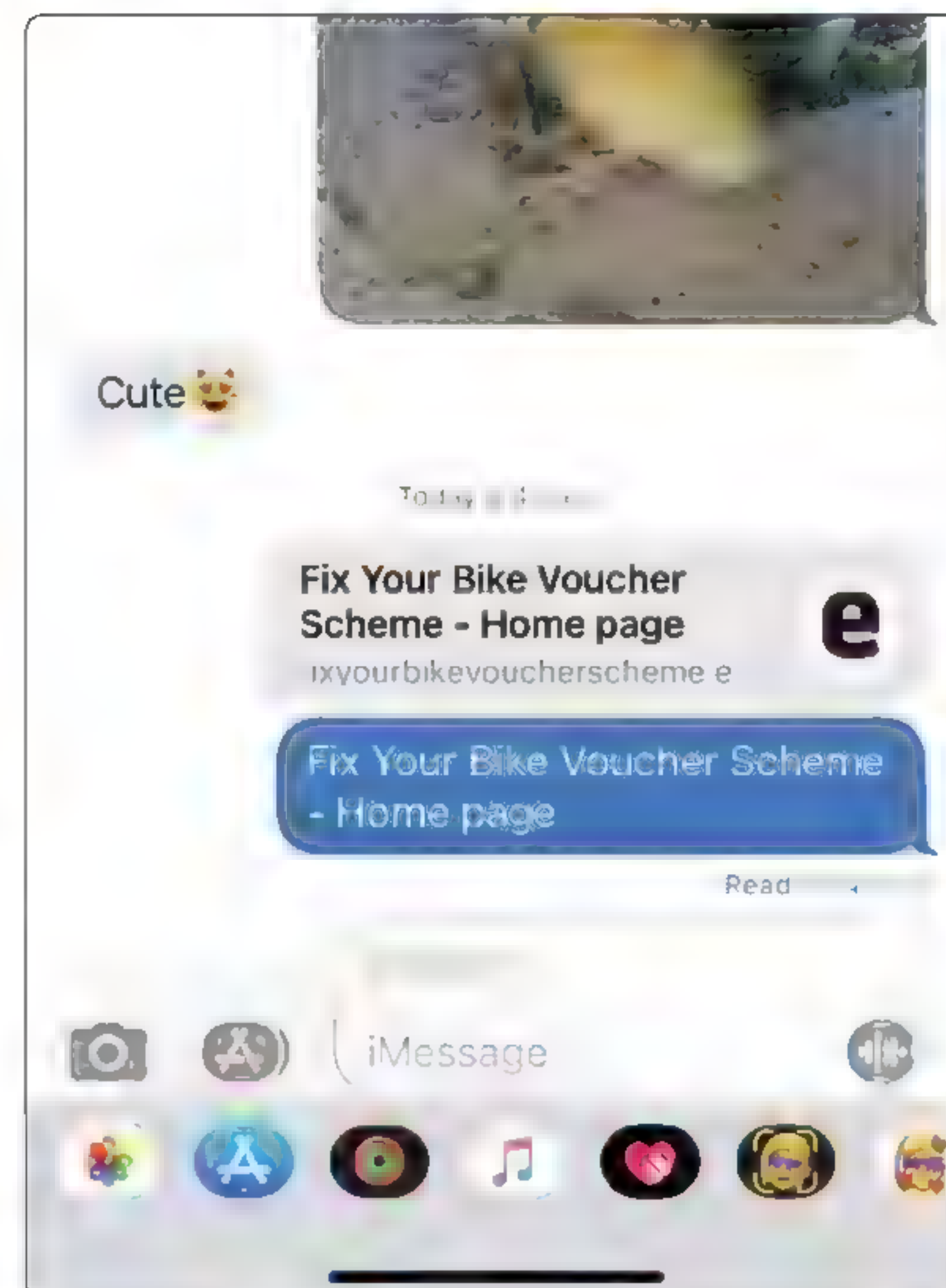
Scribble and draw

Turn the iPhone into landscape orientation and on the virtual keyboard, tap the 'squiggle' key in the bottom right. You get a pad on which you can make finger drawings or write scribbled messages. Tap Done to put it in your message.



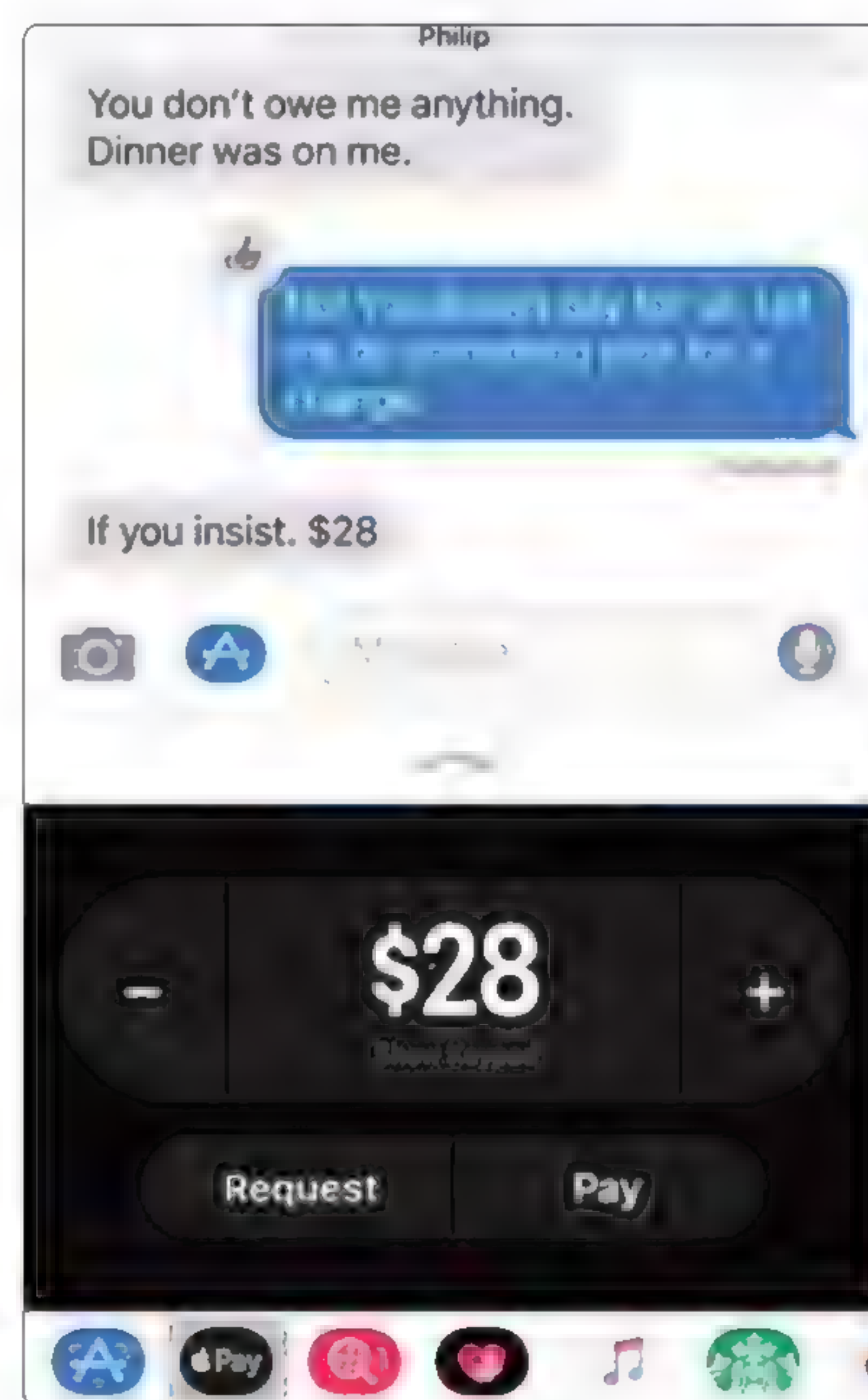
Dictation

If you're tired of typing, you can use the keyboard's microphone key to dictate your message instead. Tap it, then speak what you want to say and it appears in the text field. The more you use it, the more accurate the text-to-speech function gets.



Rich links

When someone sends you a web link in a Messages conversation, you get a preview of the website, right there in the message. All you have to do is tap the link to go straight to the linked site in Safari.

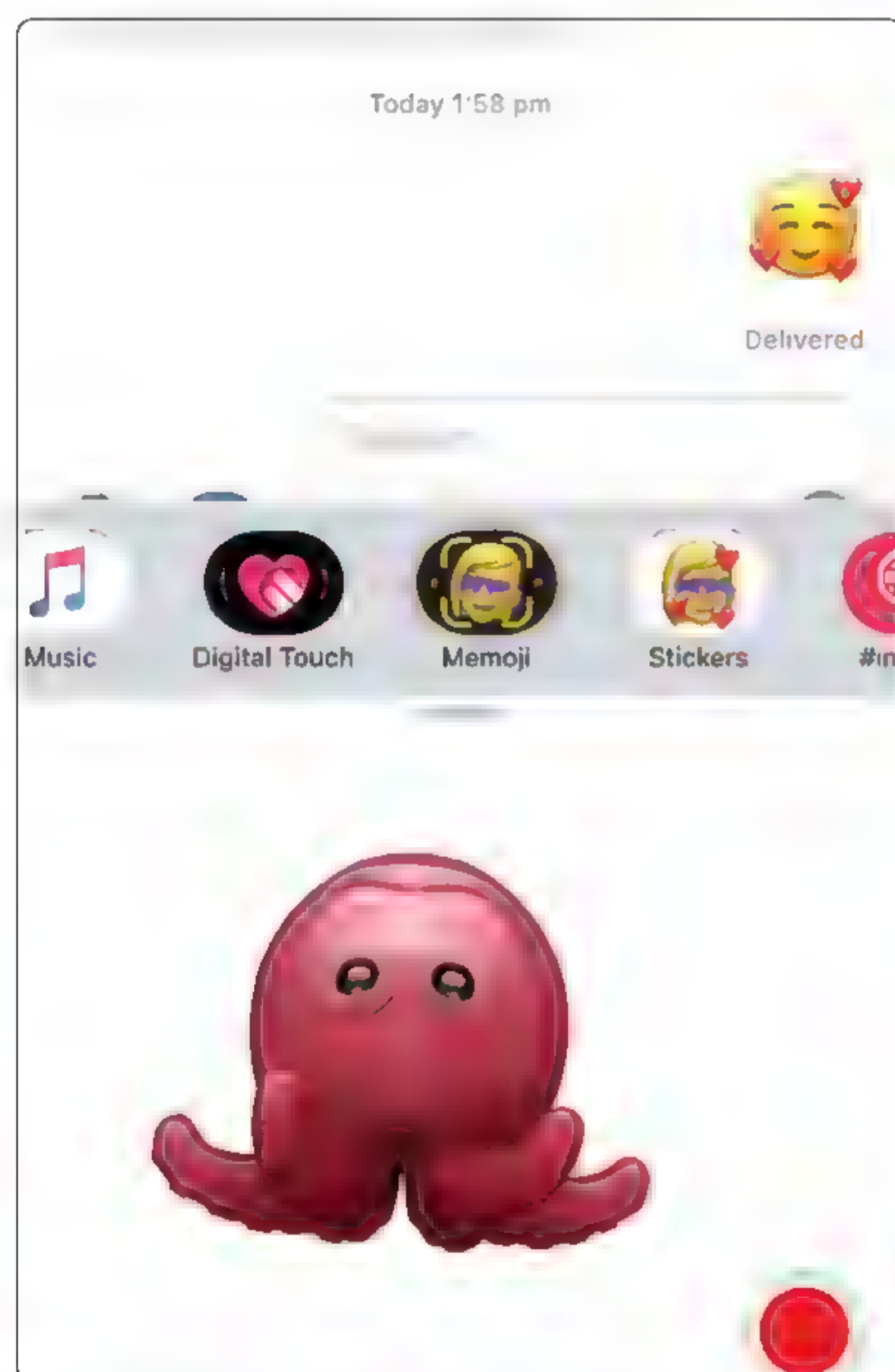


Apple Pay

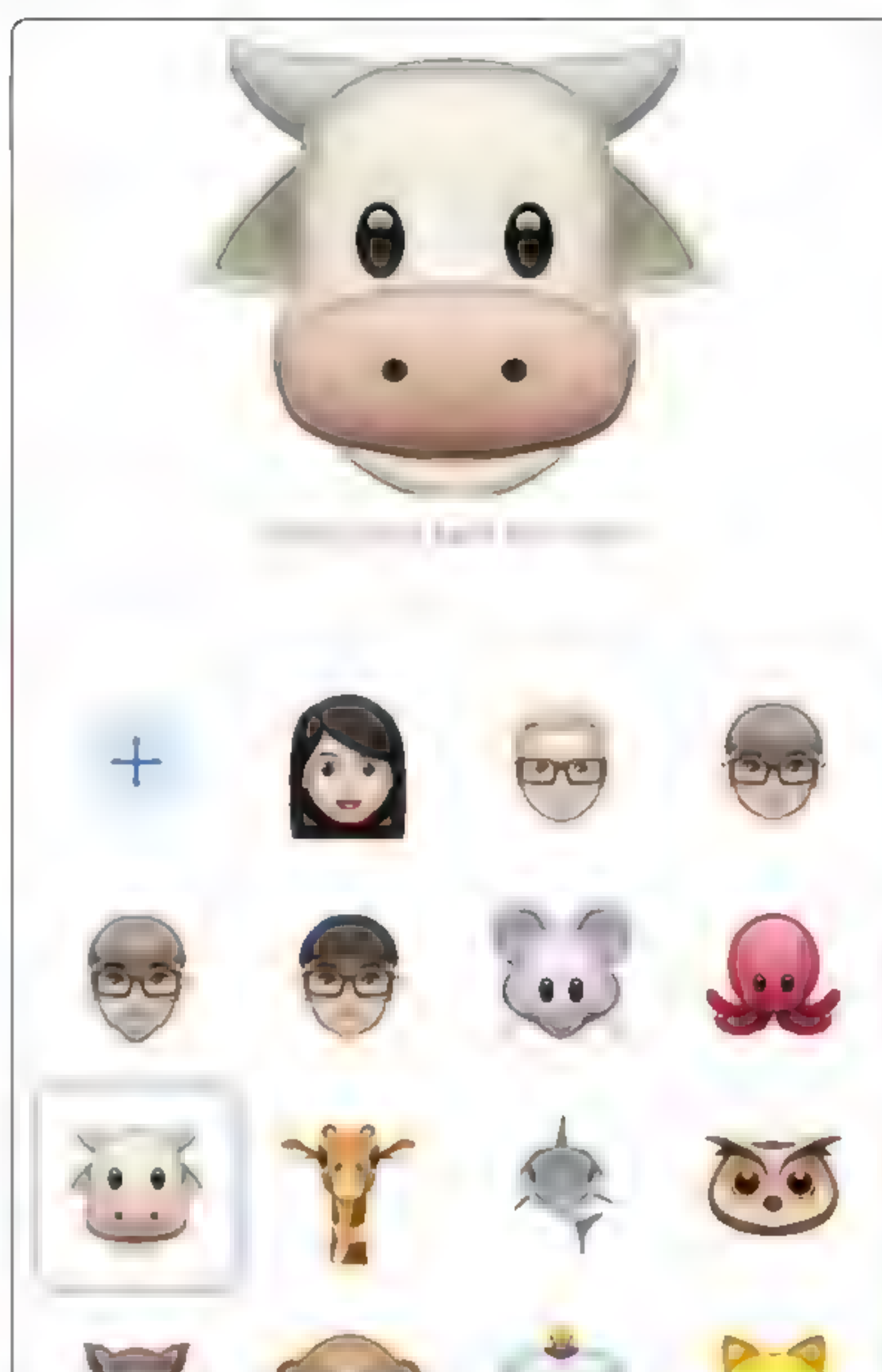
You can send money through Apple Pay in Messages, assuming your iPhone is capable of using this feature. Tap the Apple Pay icon and follow the instructions to send money. This feature is not yet available in every territory.



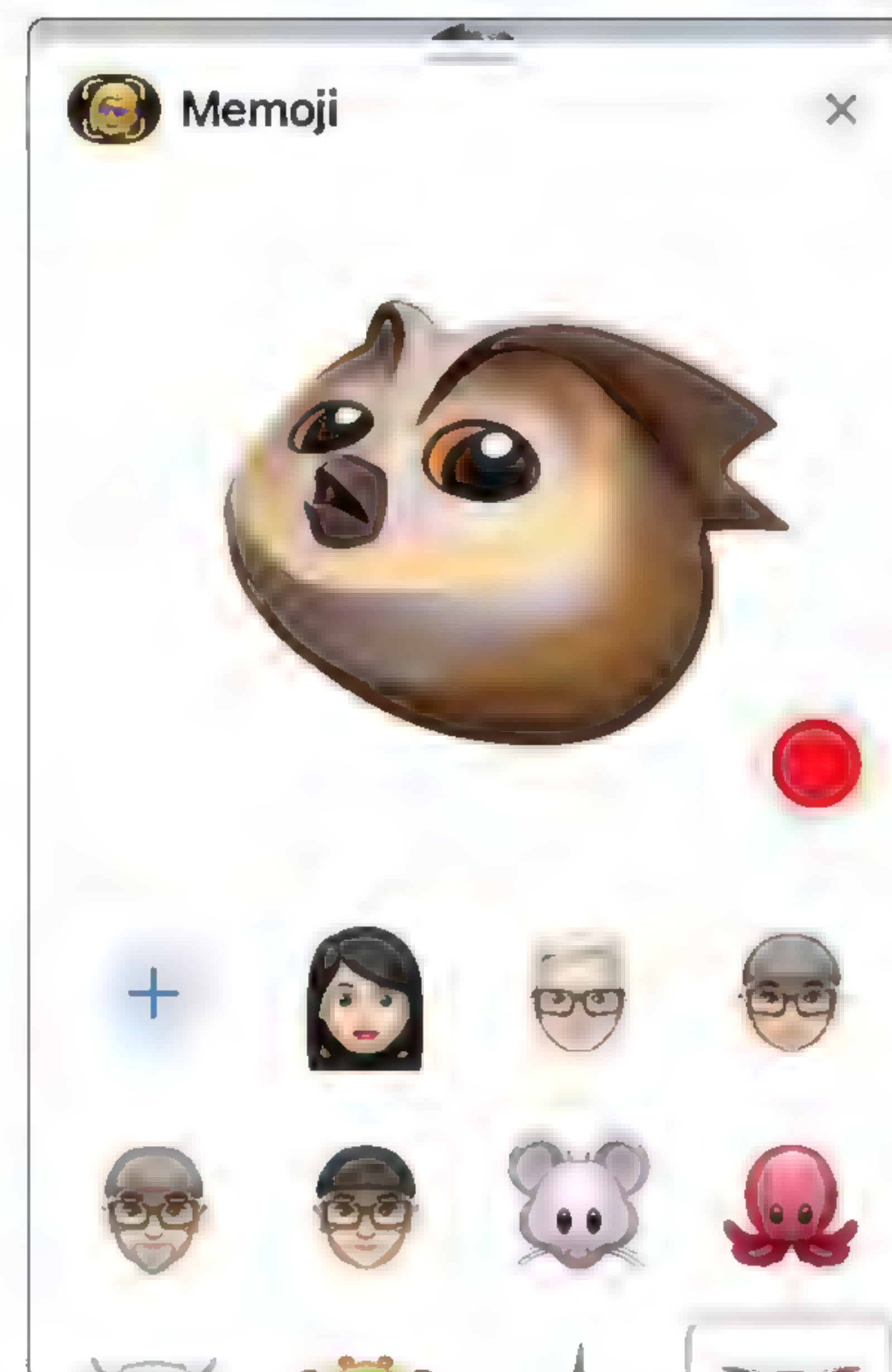
Using Memoji and Animoji (requires Face ID iPhone)



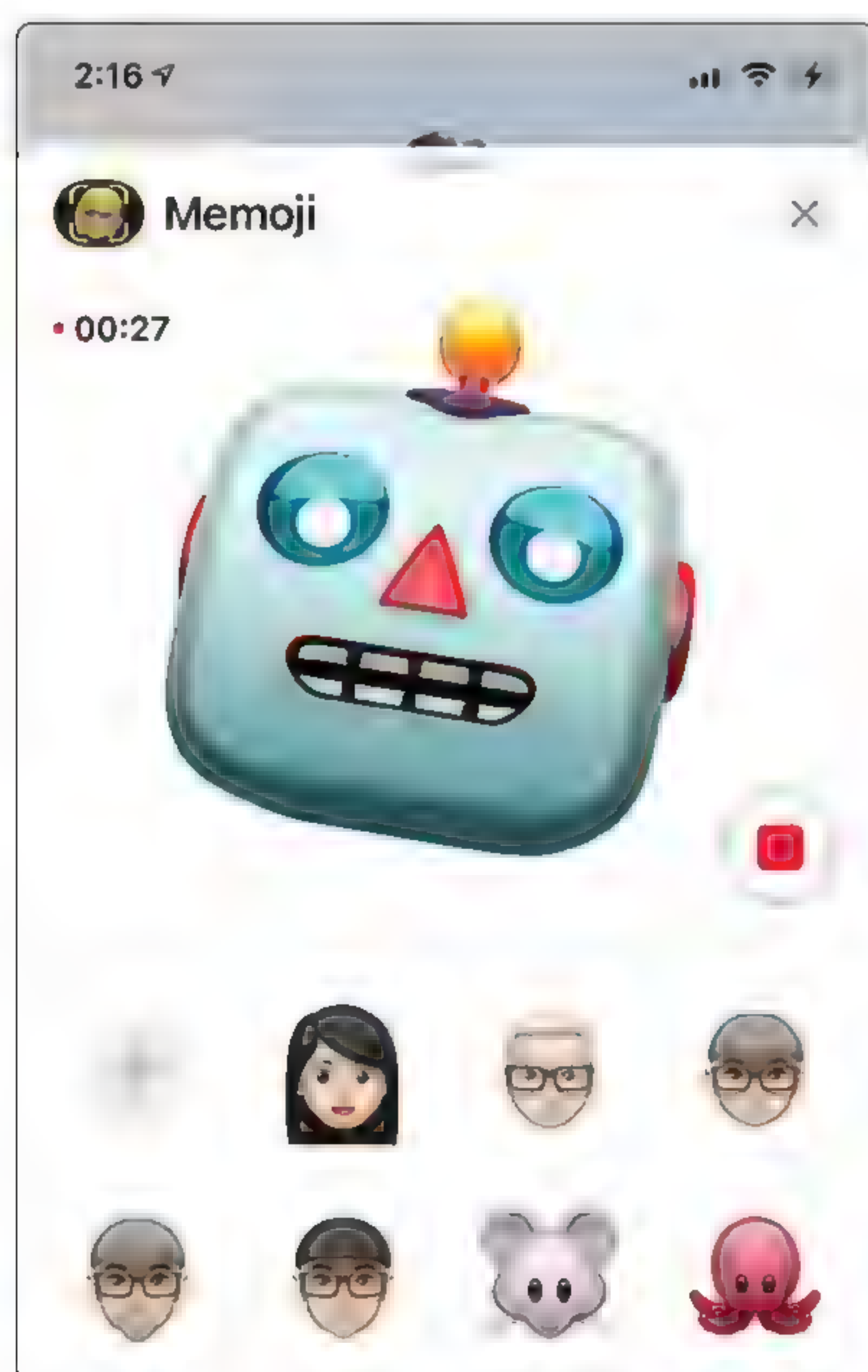
1 With the iPhone's new animated emoji, or Animoji feature, you can become one of over 20 characters. In Messages, open the App Drawer with the 'A' icon as shown and tap the monkey face at the bottom of the screen.



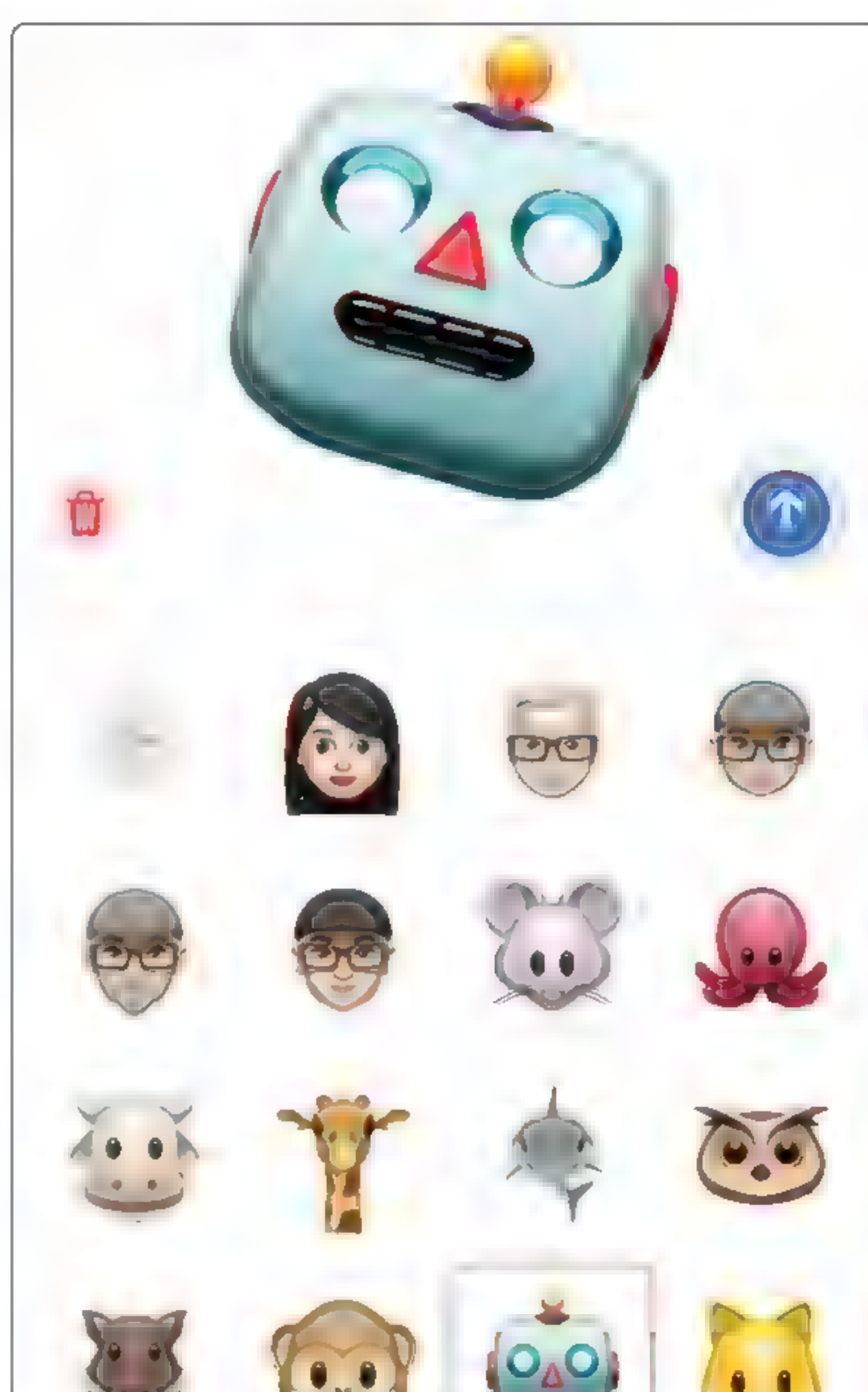
2 Slide left and right to cycle through your Memojis and Animojis, or to get a better look at them, swipe up from the line shown above the currently selected Animoji to view the full range. Tap '+' to create a new Memoji.



3 Hold the phone in front of you, so you're in full view of the front-facing camera and watch the emoji. When you turn your head, open and close your mouth, blink or stick out your tongue, the emoji's animations do so too, following your lead.



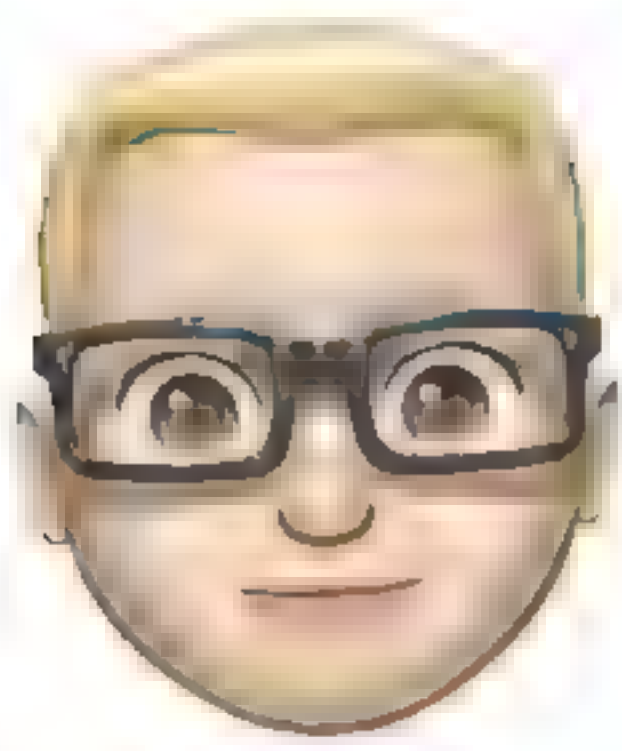
4 To record your animated message, tap the red circular button found to the bottom right of the emoji. If it isn't there, you're not holding the iPhone in front of your face. To stop the recording, tap the button (now a square) again.



5 A message can be up to 30 seconds long. When you've finished recording, you can send it with the blue arrow (bottom right), play it with the curly arrow above it or bin it by tapping the red trash can above the curly arrow.



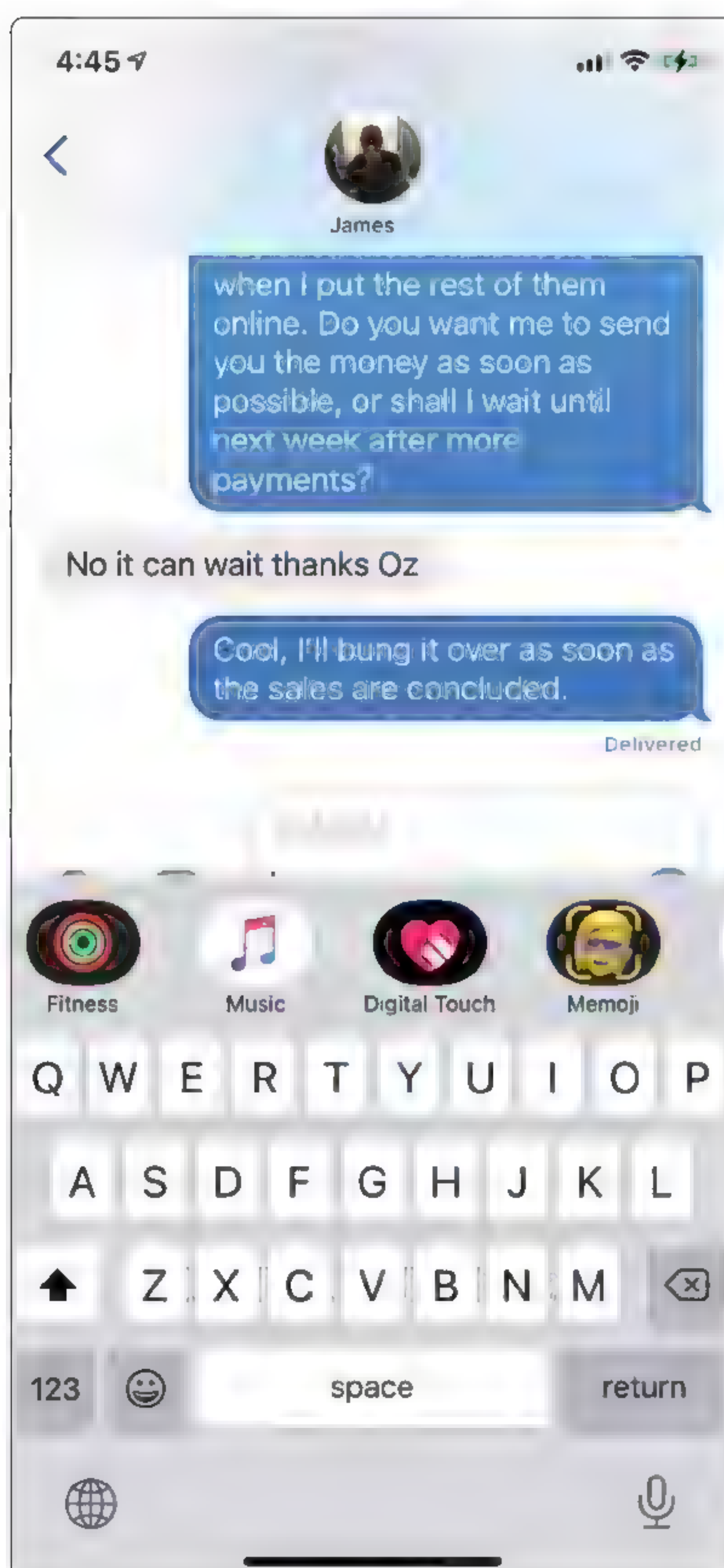
6 This is what an animoji looks like when you receive it. Recording and sending them is exclusive to iPhones with Face ID, but you can receive and play them on other Apple gear. You can even watch them on your Mac's Messages app.



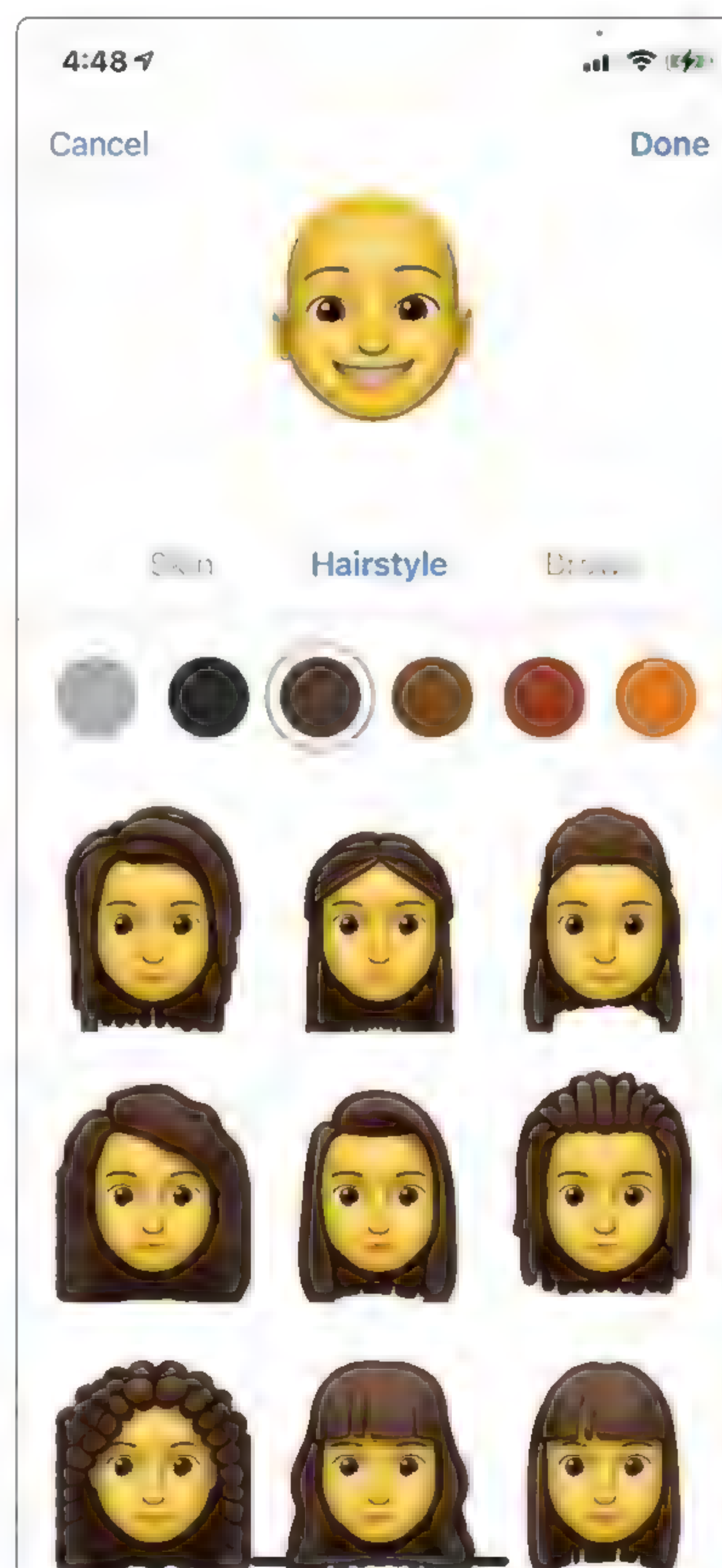
Using Memoji On a Face ID iPhone

A Memoji is a cartoon representation of you, created on your iPhone. You can design them to look like you and use them as both stickers and Animojis. With iOS 14 there are new features such as 20 new hairstyles, new age options, more expressions and face coverings but as Memojis need a TrueDepth camera, only iPhones with Face ID can use them.

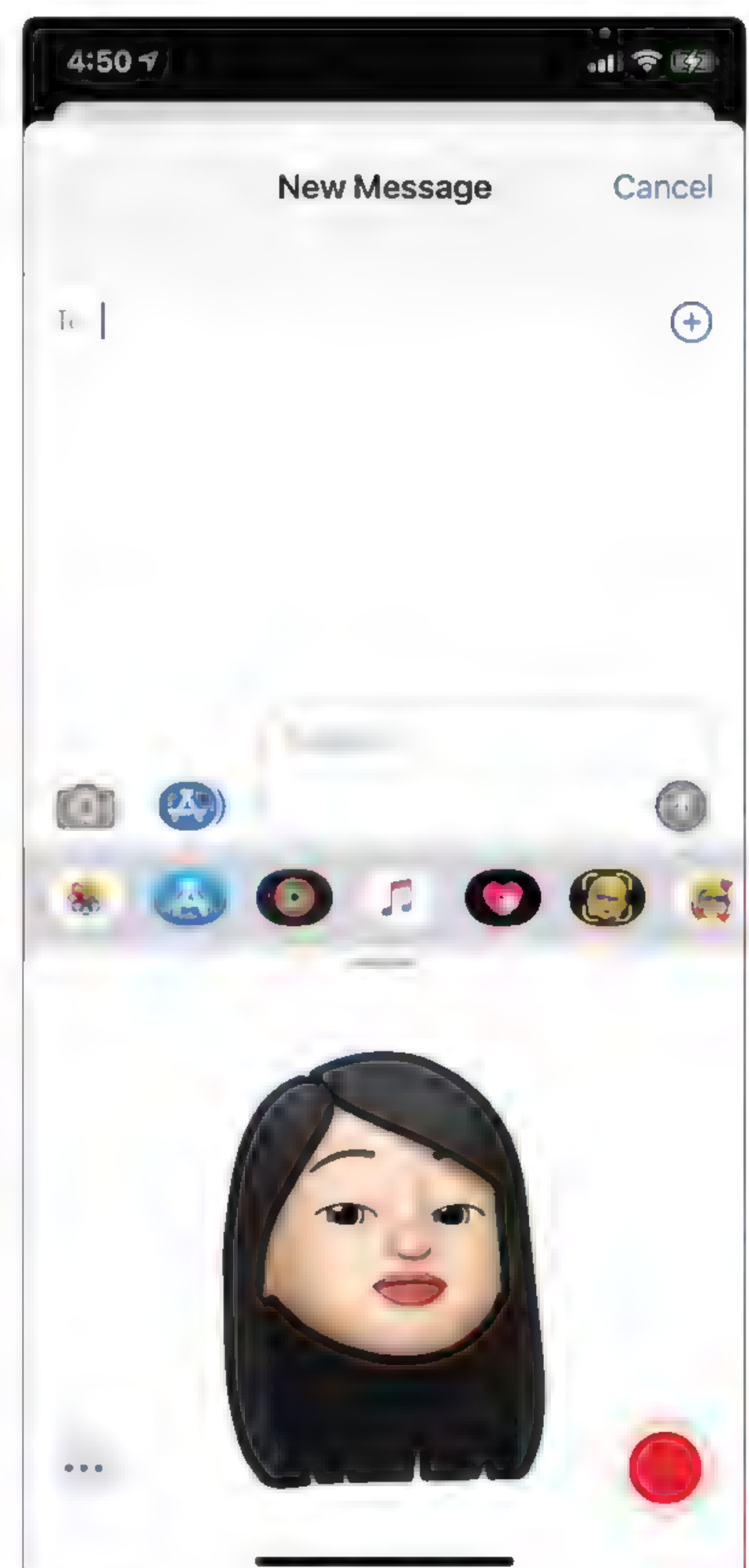
Making a Memoji



1 Open the Messages app. Tap the Memoji icon in the app drawer and scroll all the way to the right until you see the Plus icon. Tap it to start your Memoji. Note: if the Memoji icon isn't there, your iPhone is likely too old and cannot use Memojis.



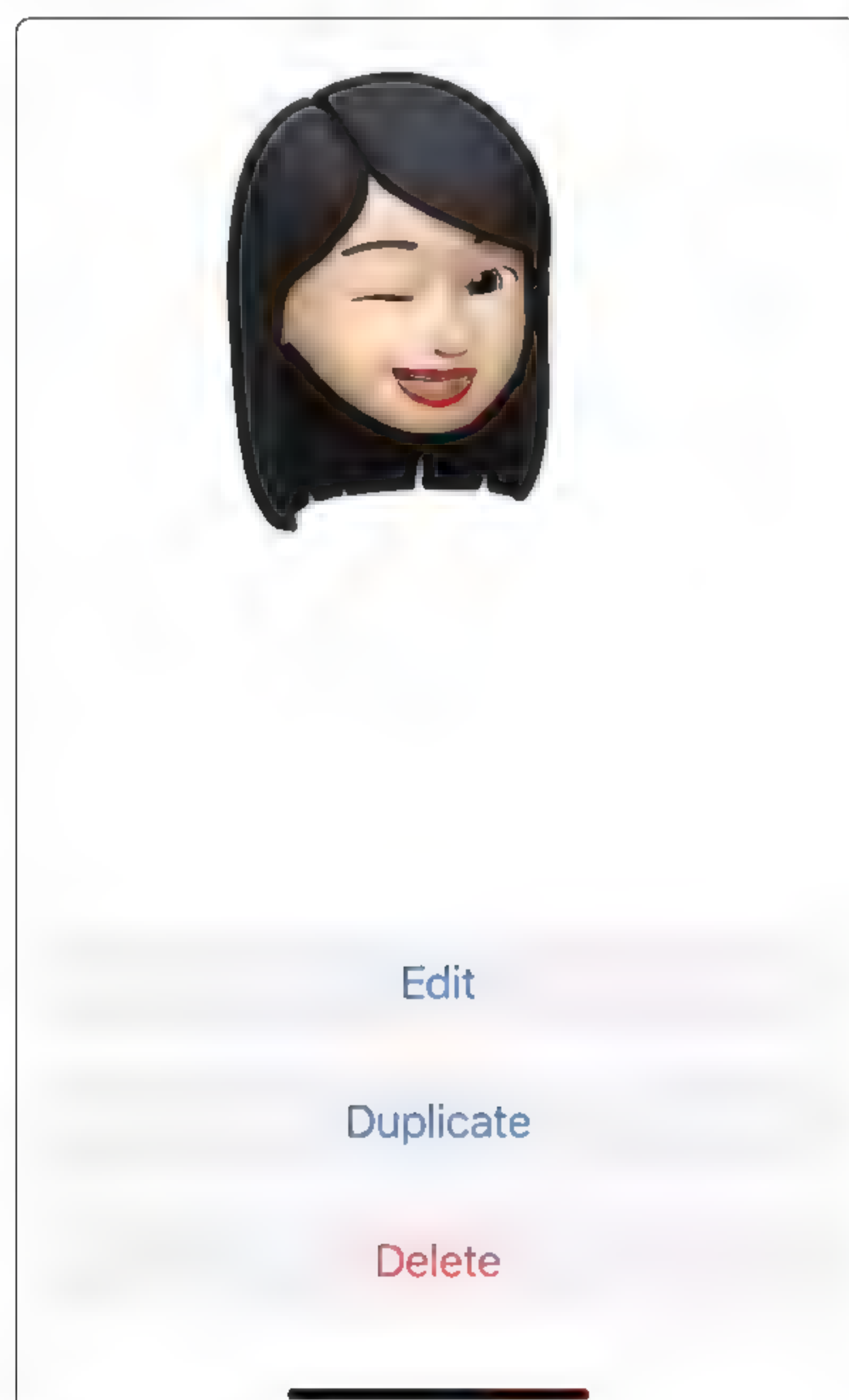
2 Under a blank face you see a slider. Using this slider, the colour options and diagrams, build your Memoji any way you wish. Choose a hairstyle and colour, add glasses if you wear them, and more. You can make as many Memojis as you like so have fun and get creative.



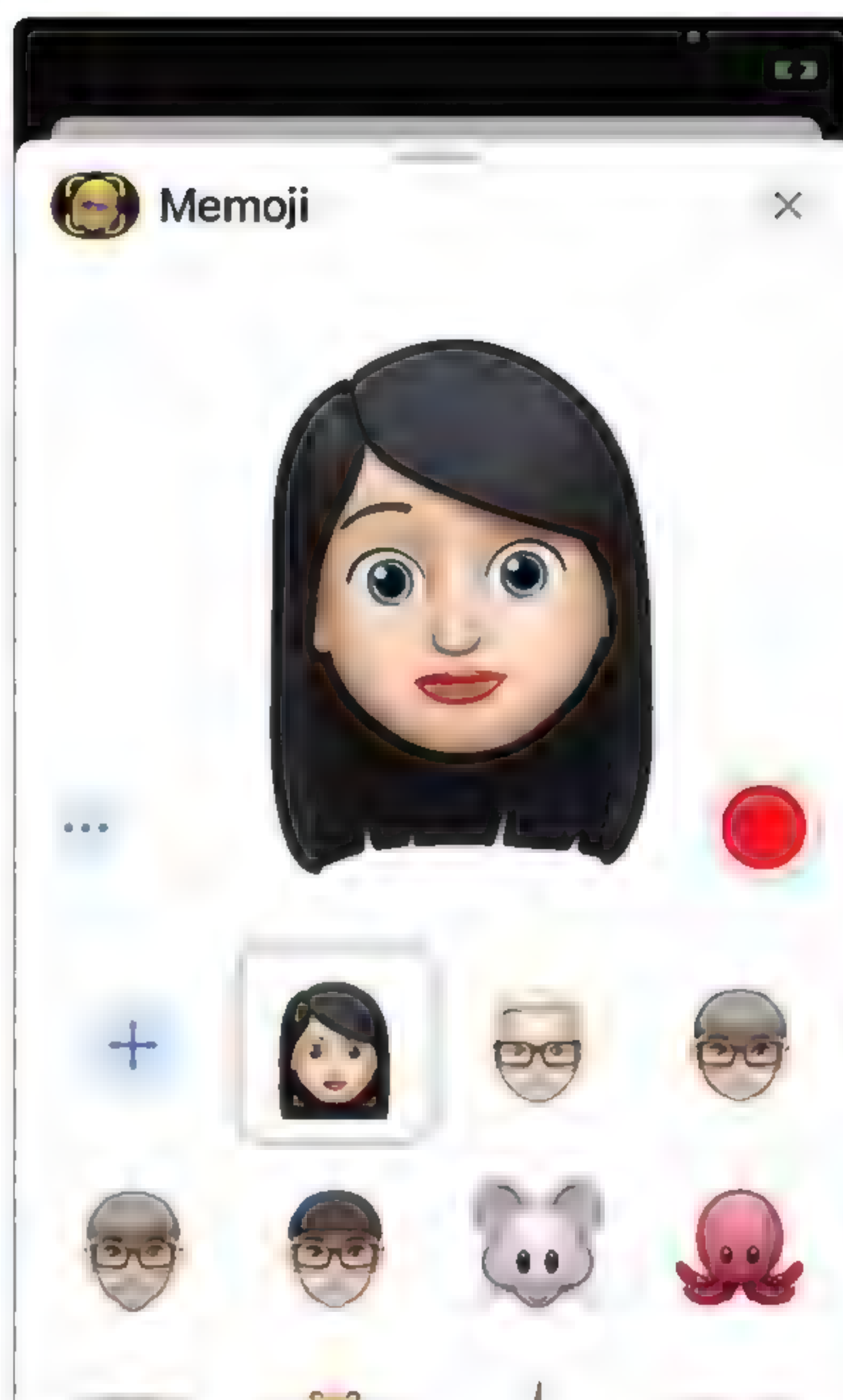
3 When you're finished, tap Done. Your Memoji is added to your Animoji collection, from where it can be used in the usual way, just as if it was a regular Animoji. You can use it as a sticker, an animated emoji or in the FaceTime app for video chat.



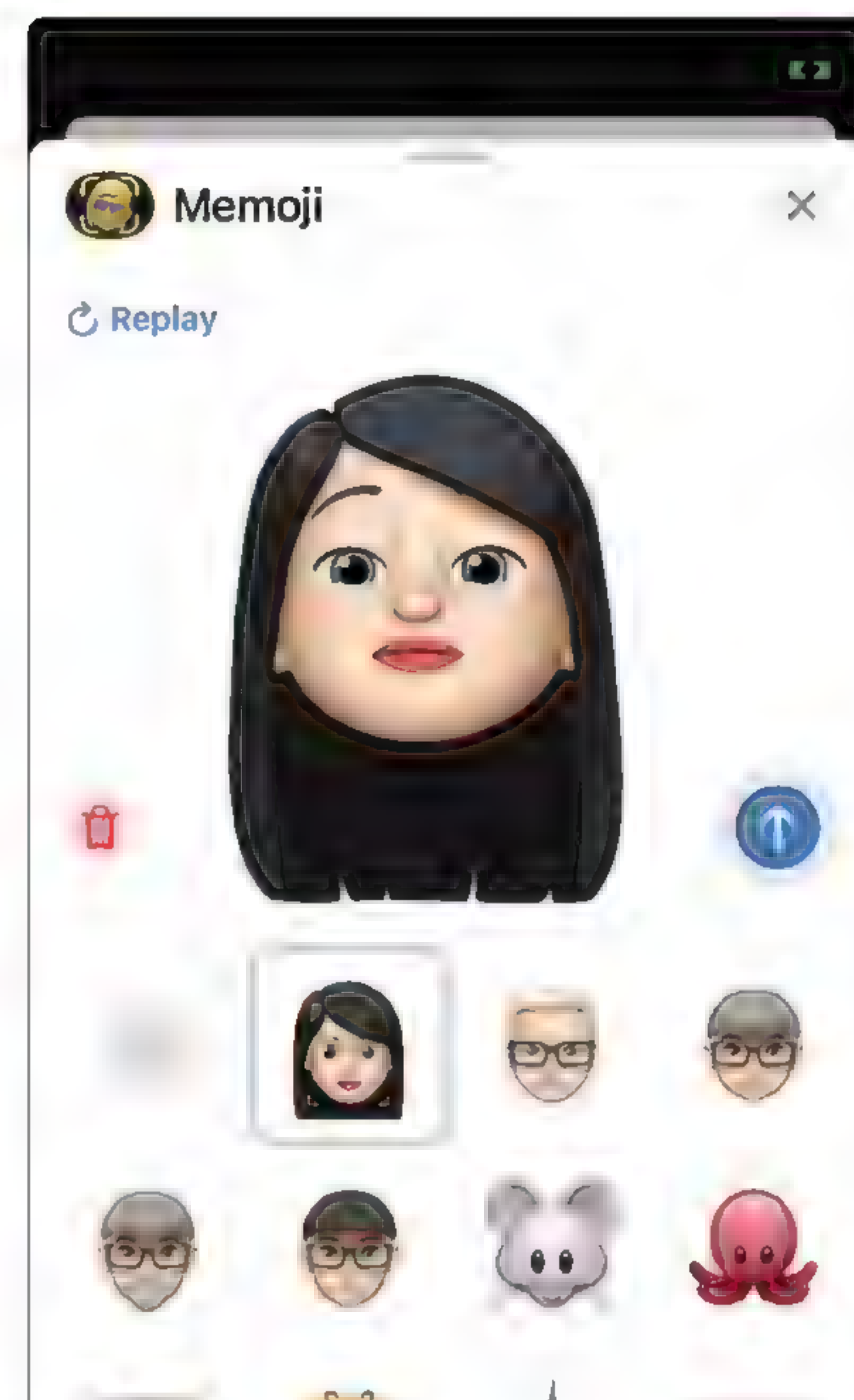
Using Memoji



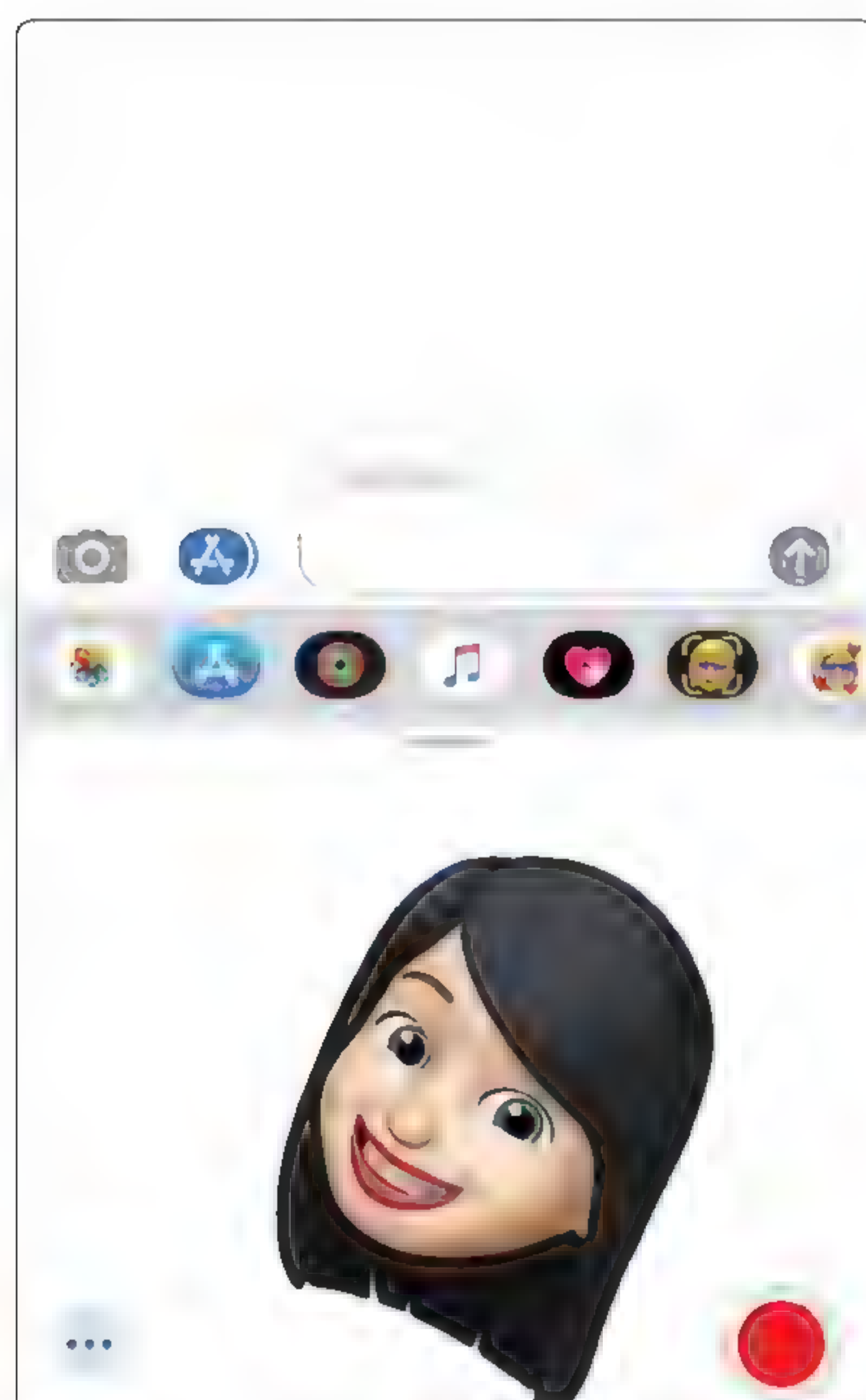
1 Next to the Memoji, on the left, is an icon showing three dots. Tap it and you can edit your Memoji, duplicate it so you can edit it while keeping the original or delete it if you no longer want it.



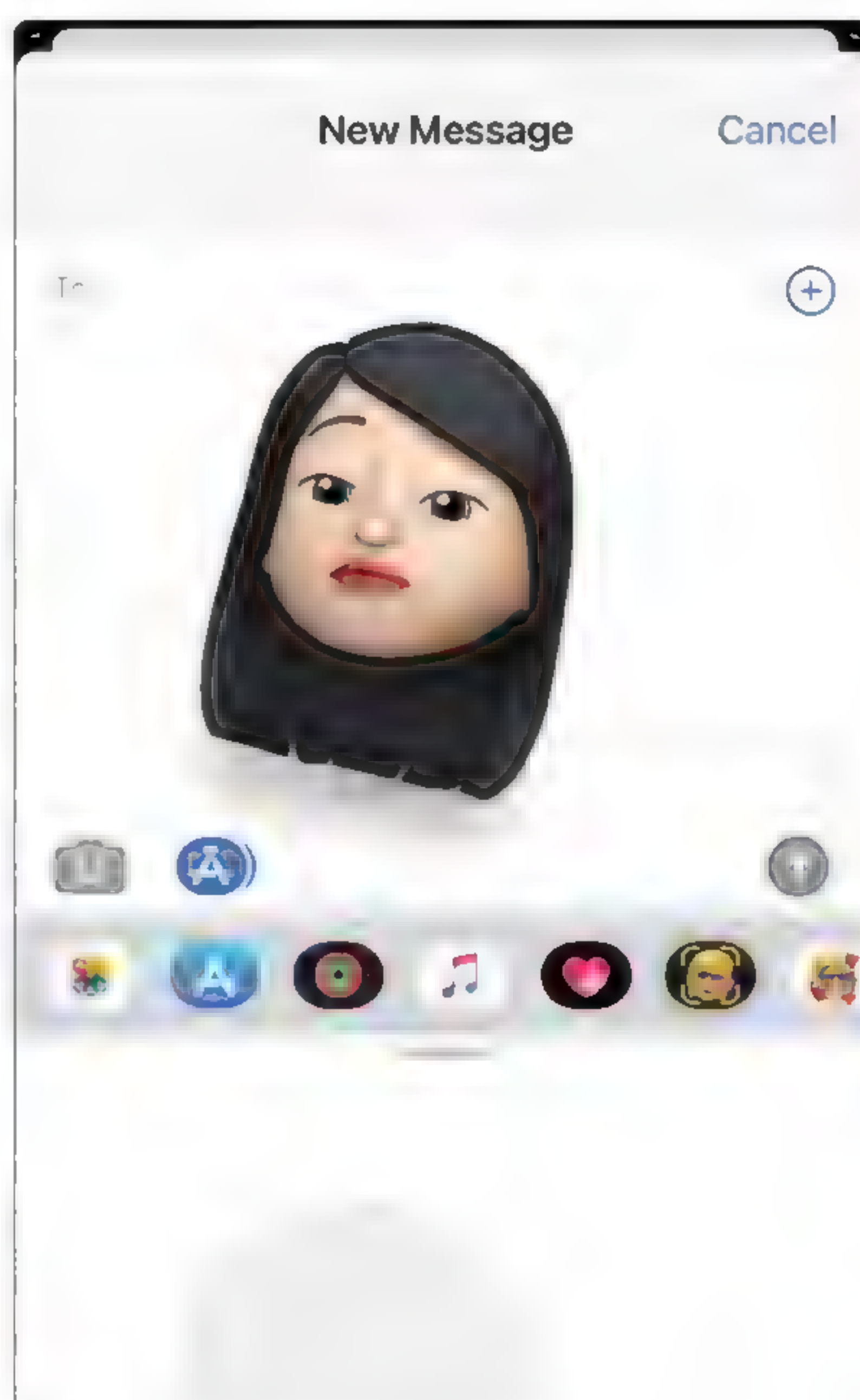
2 You record with a Memoji in exactly the same way as you do with an Animoji. First of all, select your Memoji and tap the red record button to the bottom right of the Memoji.



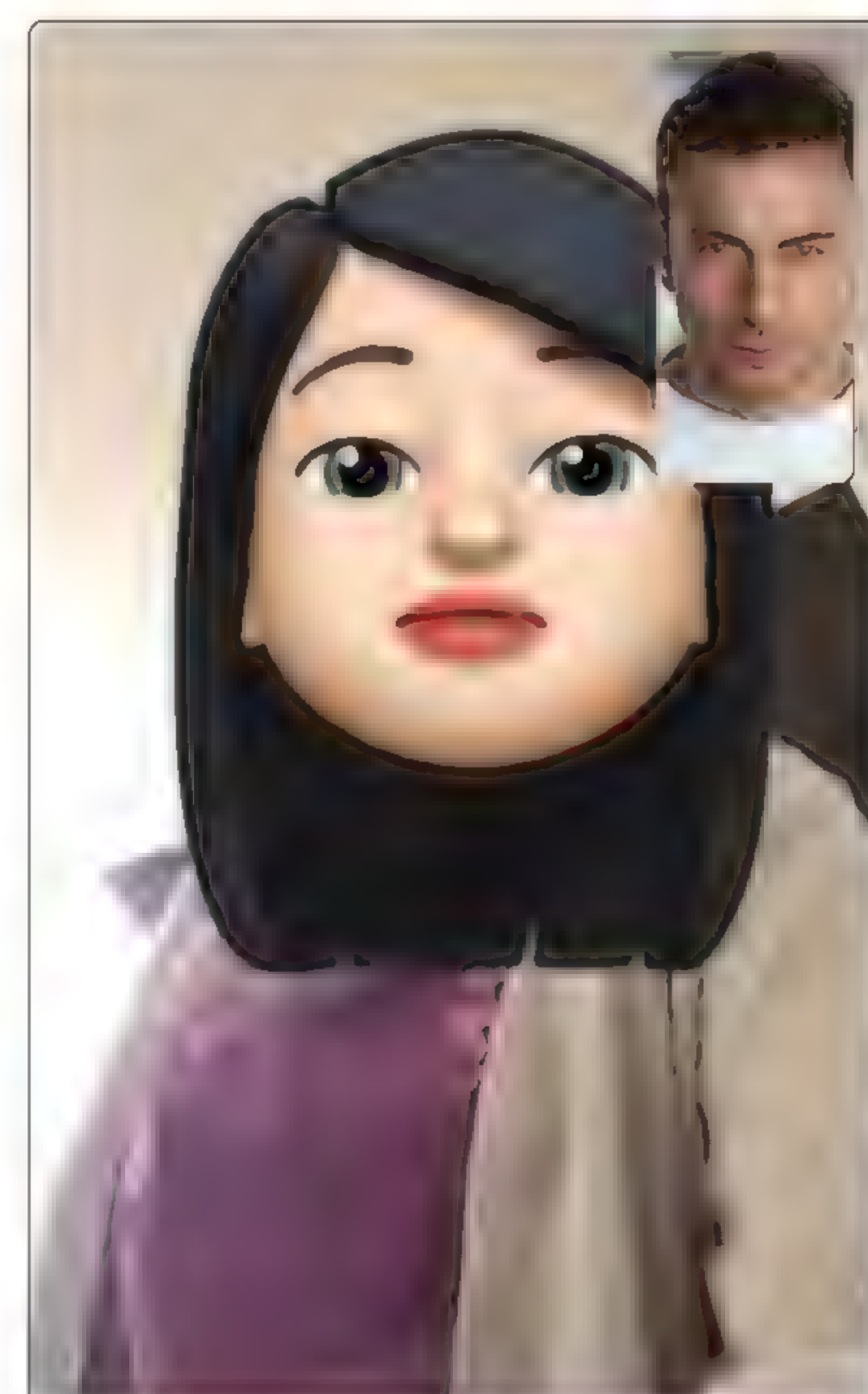
3 Record up to 30 seconds of speech, with the Memoji following your expressions. When you're done, tap the blue arrow to use the message or the bin to delete it.



4 You can use a Memoji (or indeed an Animoji) as a sticker too. Just navigate to your Memoji, pull the required face and then tap it to add it to your regular text message.



5 Alternatively, tap and hold your Memoji and drag it onto your message. While it's stuck to your finger, you can resize and rotate it before attaching it to your message.



6 Both the FaceTime app and the Messages camera feature have a star-shaped icon (bottom left) that lets you add effects, including your Memojis, to your pics and videos.

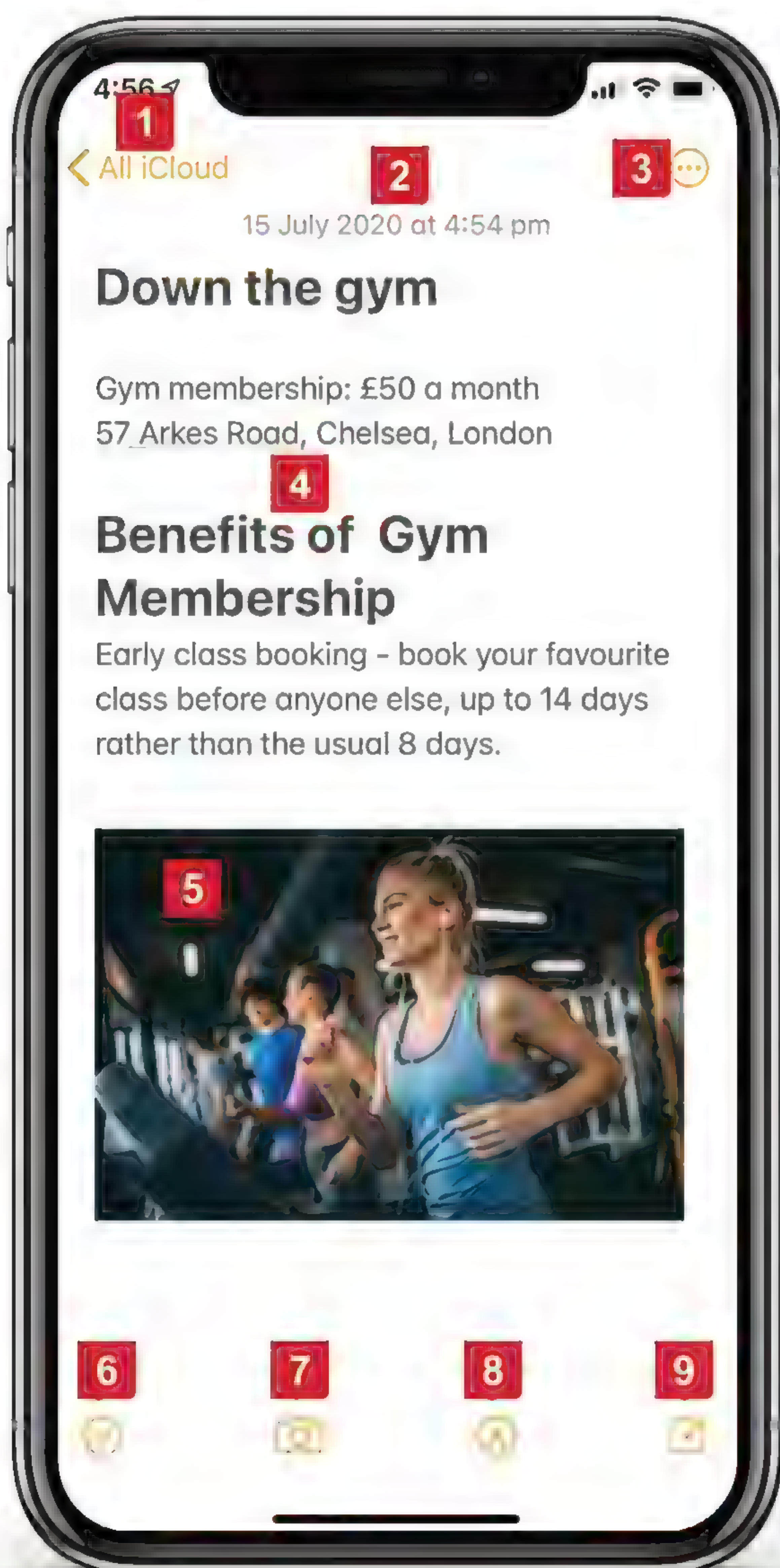


Notes App

How to do To-do

Notes is great. Not only can you store your scribblings, you can also create checklists and tables, add videos and pics, share notes with others and even collaborate on a note. You can password-protect a note for privacy too.

Notes in Focus



1 Tap this link to go back to the folder containing the currently open note. As you can see, that's the iCloud folder, which is synced across your Apple devices, including your iPhone. You can then tap another folder on the Folders screen to open it, and look at the notes inside.

2 At the top of a note, you can see the date and time when the note in question was last edited. Drag the note down to get this information.

3 The three-dots icon opens a window containing a lot of options, including sharing the note, inviting people to collaborate on it and deleting it from your Notes app; all of which were previously available directly from this screen.

4 Various typographic options are available. You can underline, bold and italicise text, turn it into a title or heading, justify it right, left or centre, make a list using numbers or bullet points, and more.

5 A note can contain both text and attachments such as the photo seen here. A video attachment can also be used and you can save a location from the Maps app to a note. Tapping a location attachment opens it in the Maps app.

6 Highlight a list of items in your note and then tap this icon here to turn it into a handy checklist.

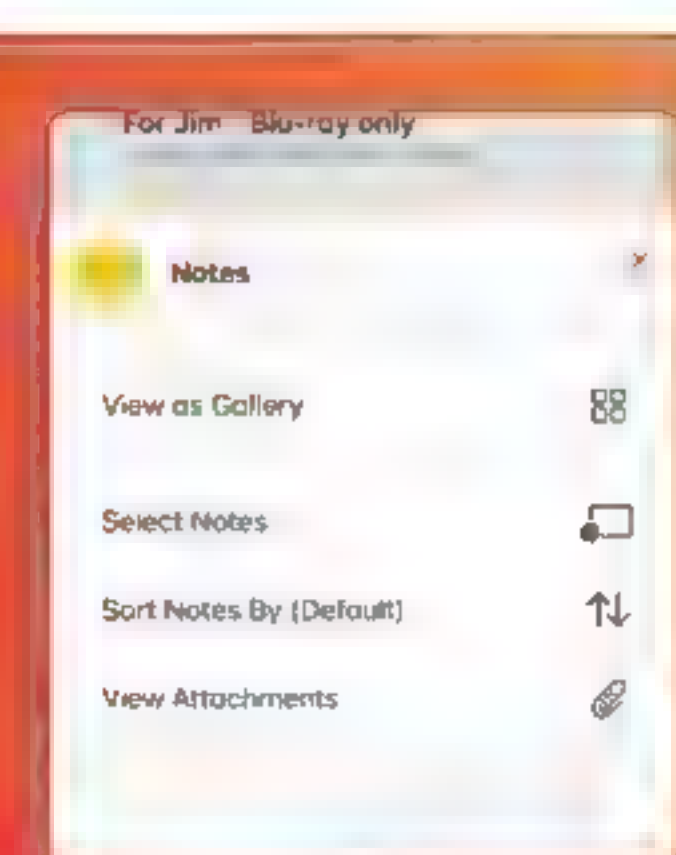
7 This icon gives you access to a range of attachment-related options, namely Scan Documents, Take Photo or Video, and Choose Photo or Video from those already stored on your iPhone.

8 The Markup icon. Tap it to open an art toolbar that lets you make simple sketches and drawings on a note or its attachments. You can scribble or sketch on an existing note, or on a blank one, as you wish.

9 Tap here to open a new, blank note for you to fill in and save.

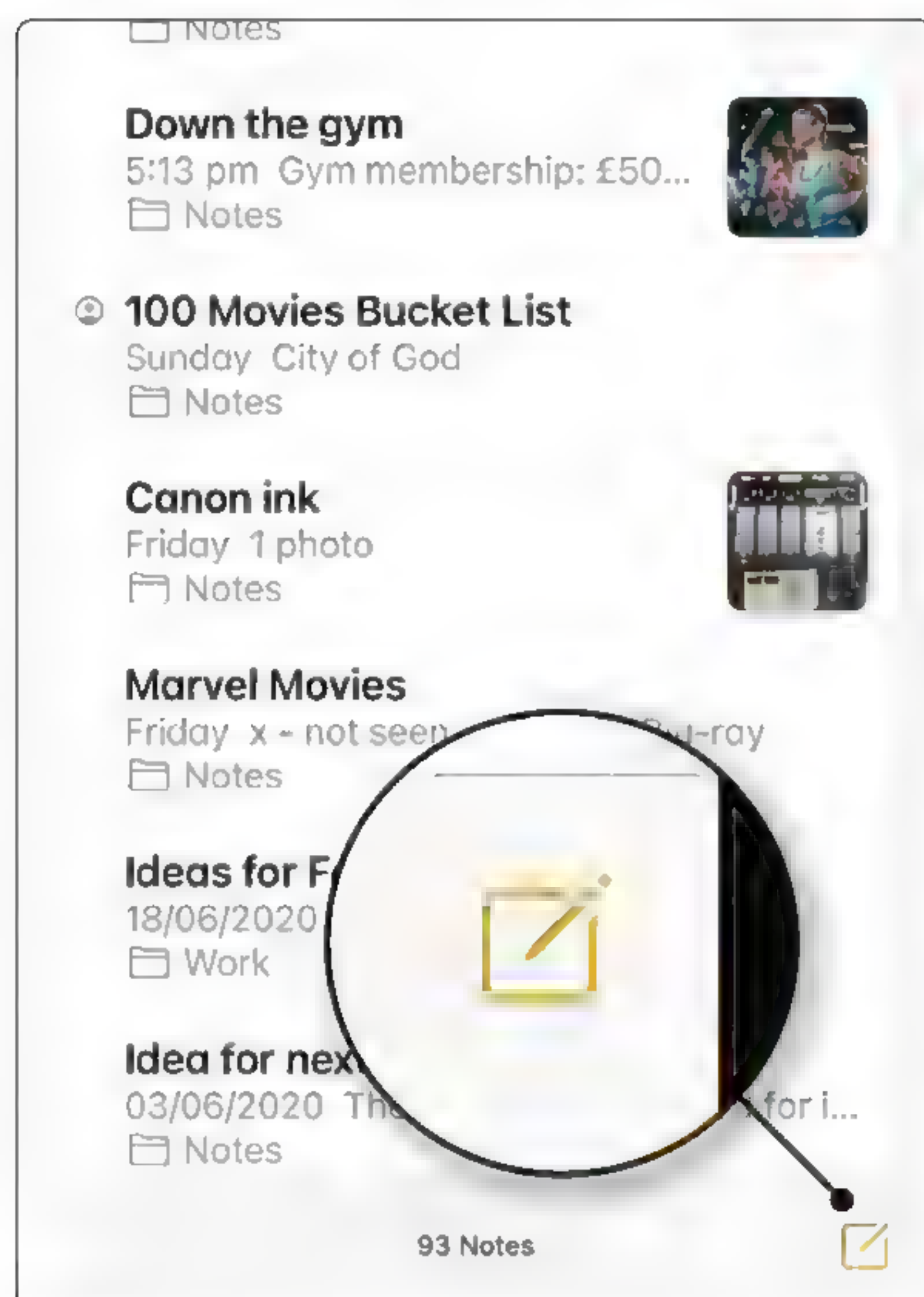
Gallery view.

Tap the three-dots Action icon when looking at a list of notes to see a View as Gallery option. Tap it to switch between viewing the notes as thumbnails or as a list.

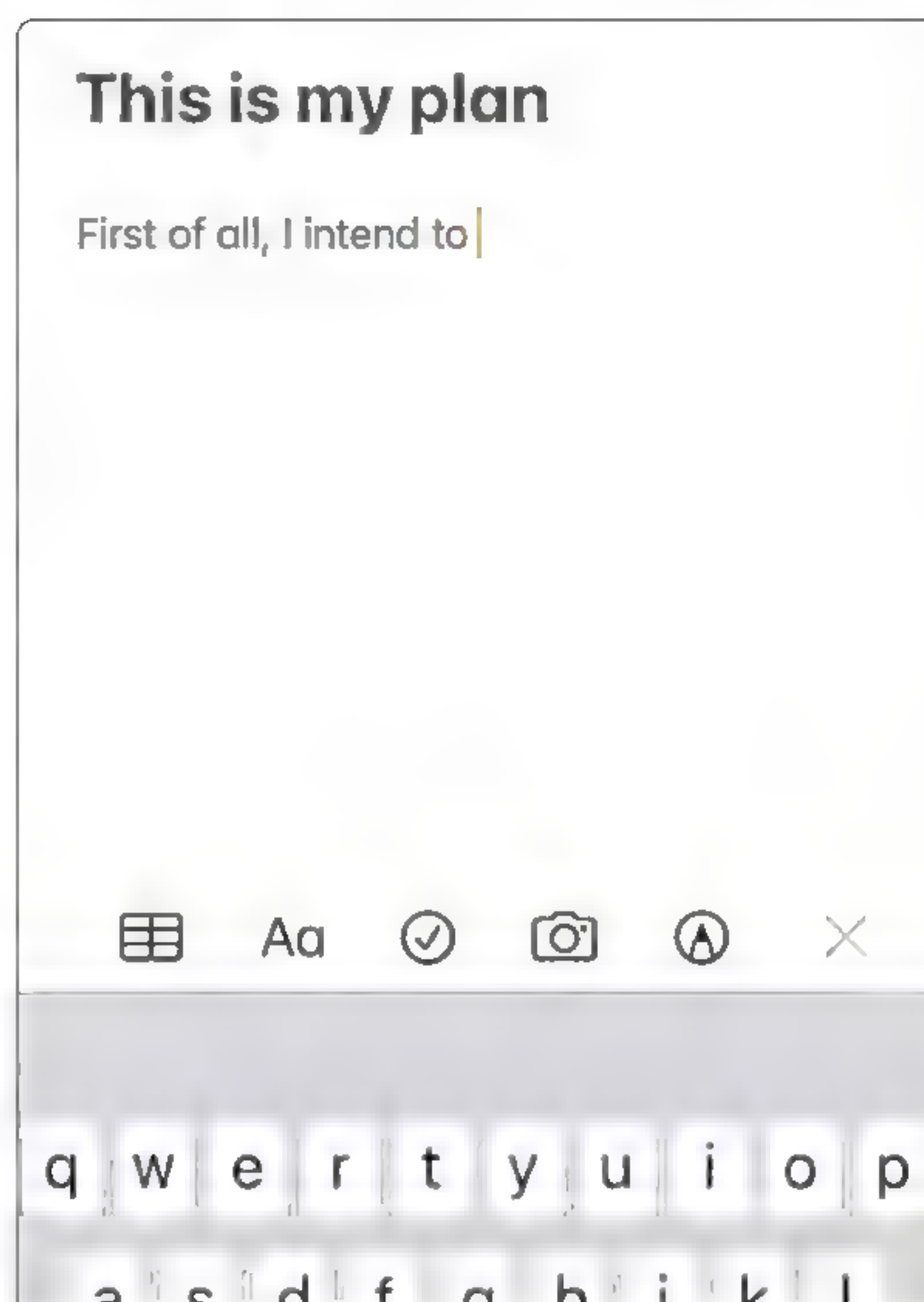




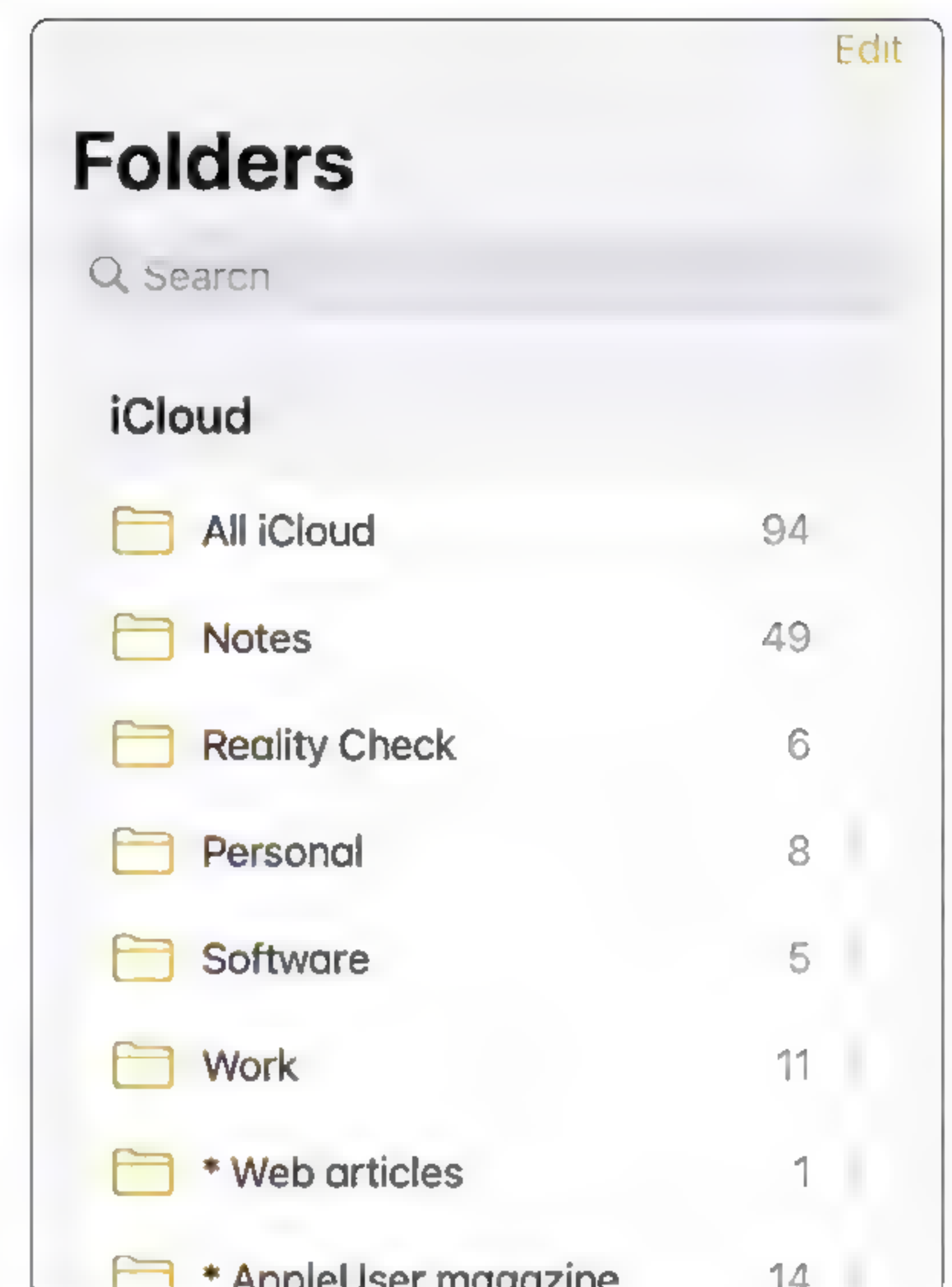
Getting started with the Notes app



1 When you first open Notes, you see a list of previously saved notes. If you haven't made any yet, this list is, of course, empty. To create a new note, tap the pen-and-paper icon in the bottom right corner.

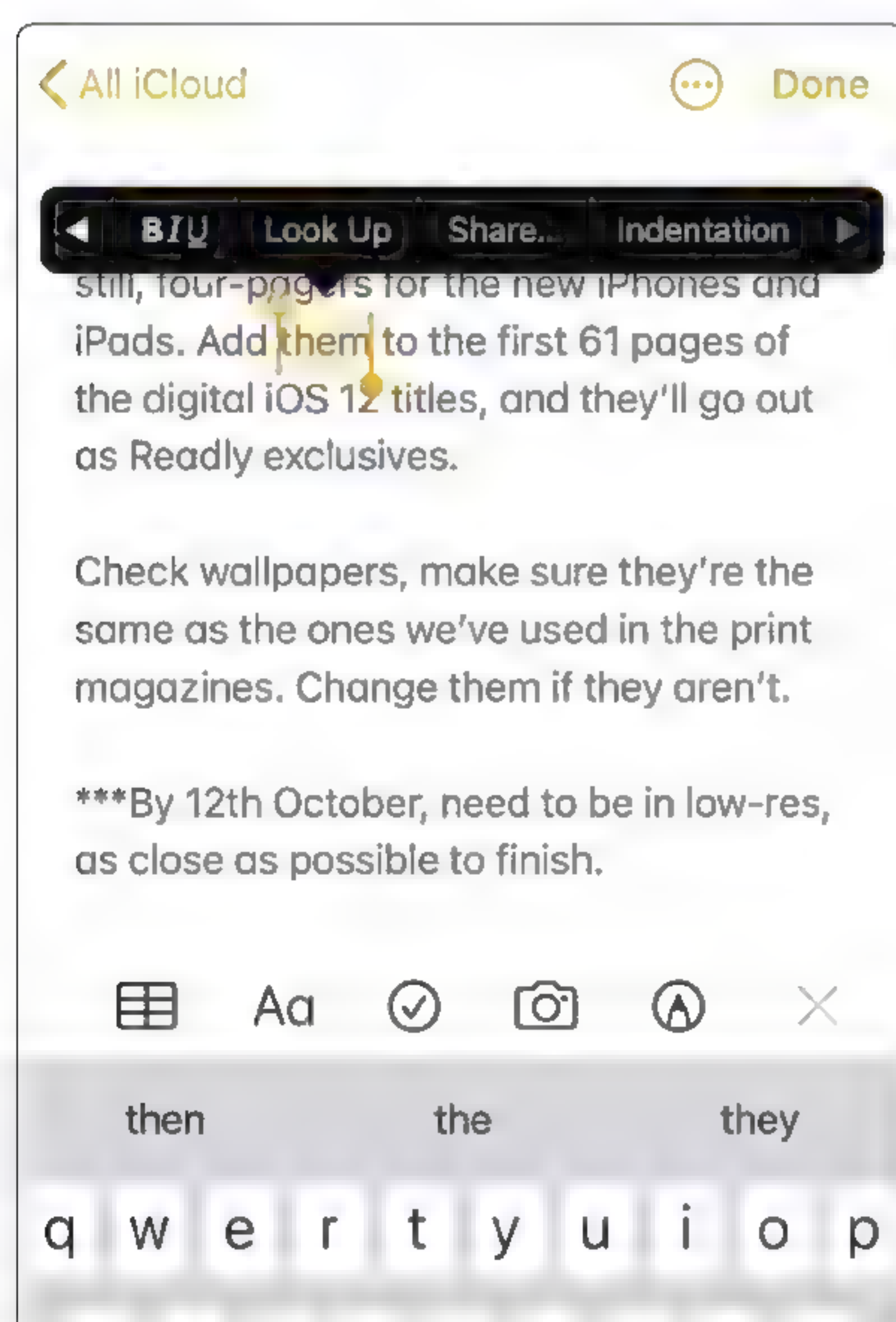


2 Tap on the note and the keyboard appears. The first line you type appears as a header. The icons shown above the keyboard are: Add a Grid, Format, Make a Checklist, Add an Attachment and Markup respectively.

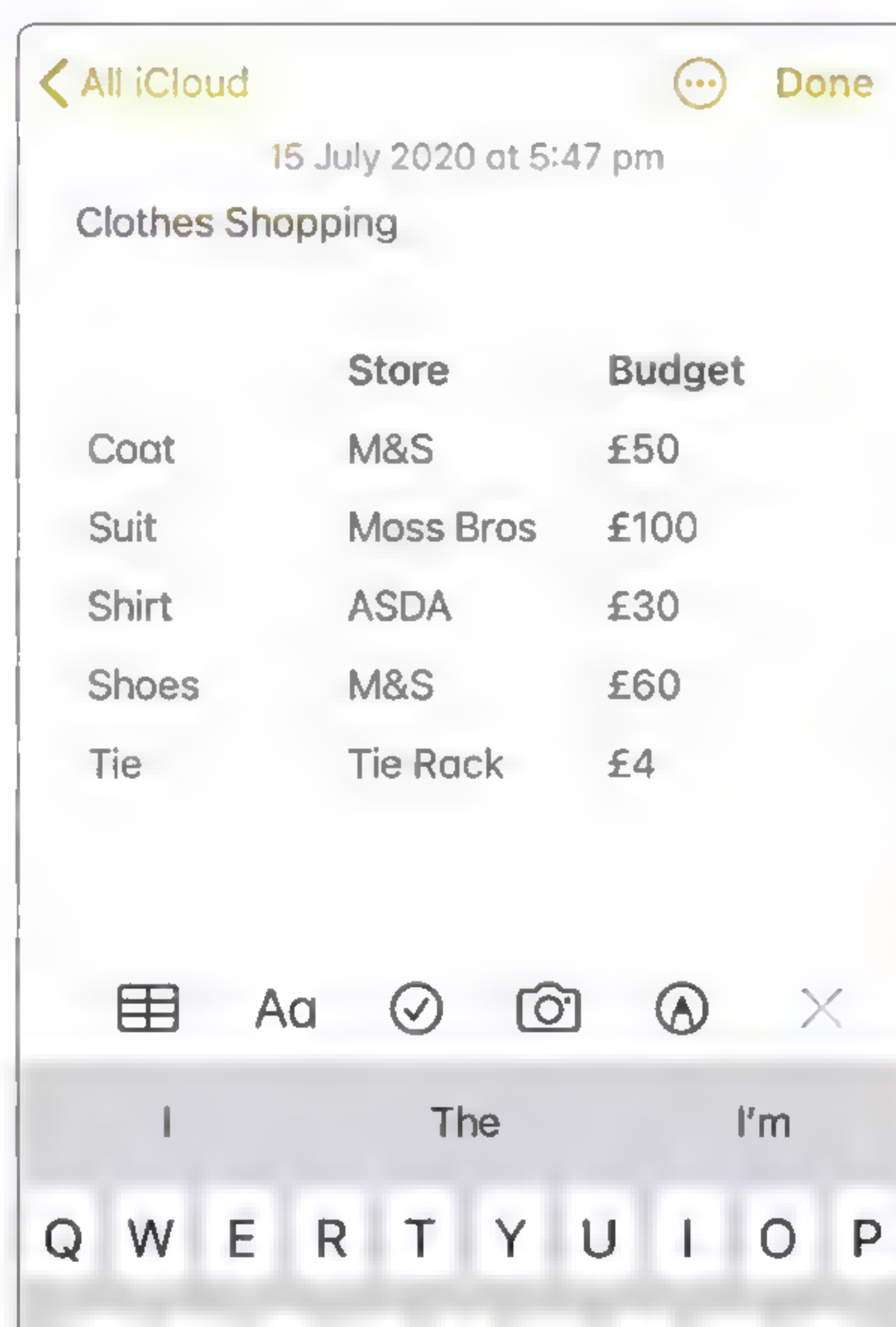


3 Tap the chevron in the top left corner for a list of the folders in which your notes are stored. If you want to sync notes via iCloud, they have to be in the iCloud section. Tap the folder icon (bottom right) to create a new folder.

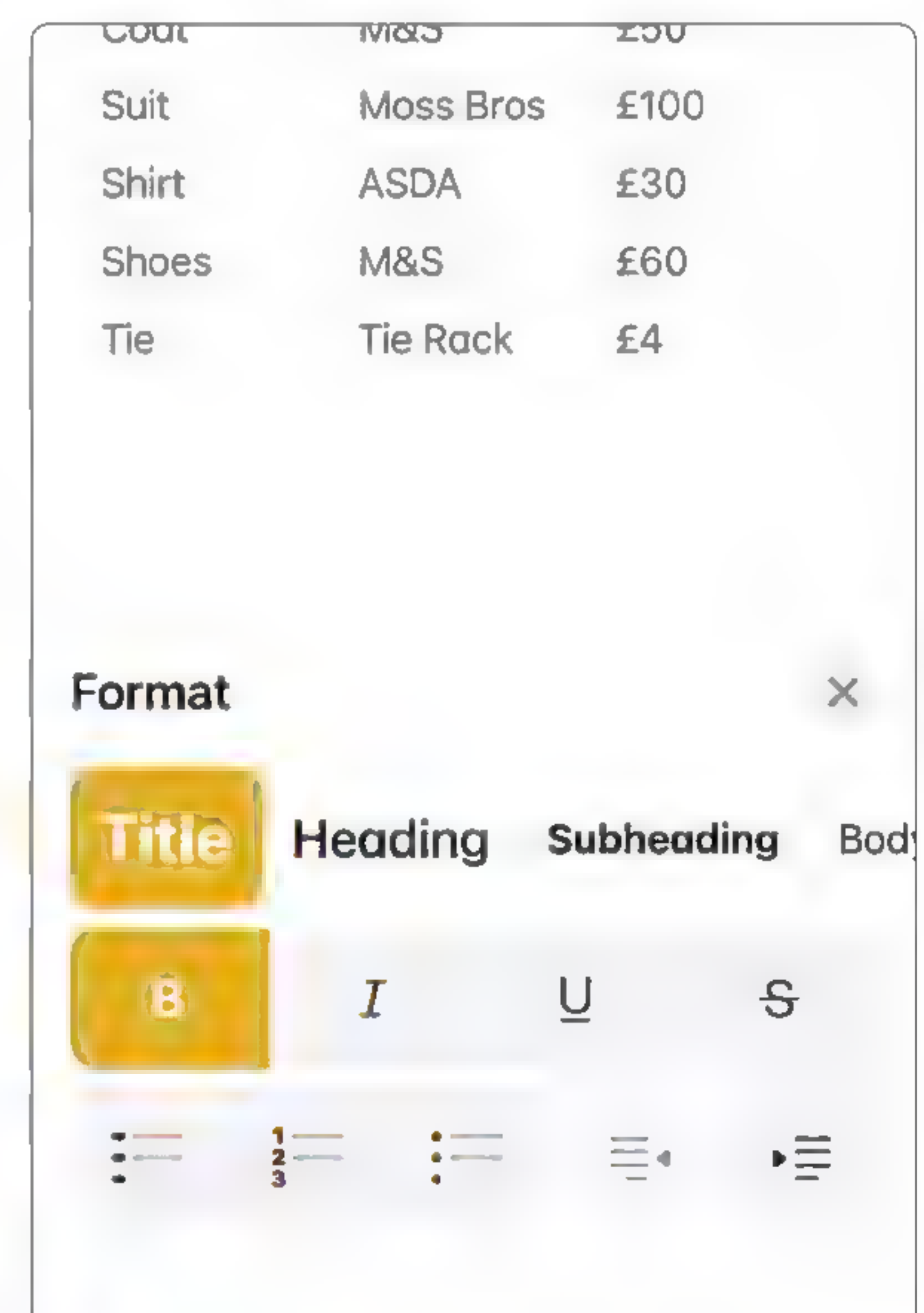
More features of the Notes app



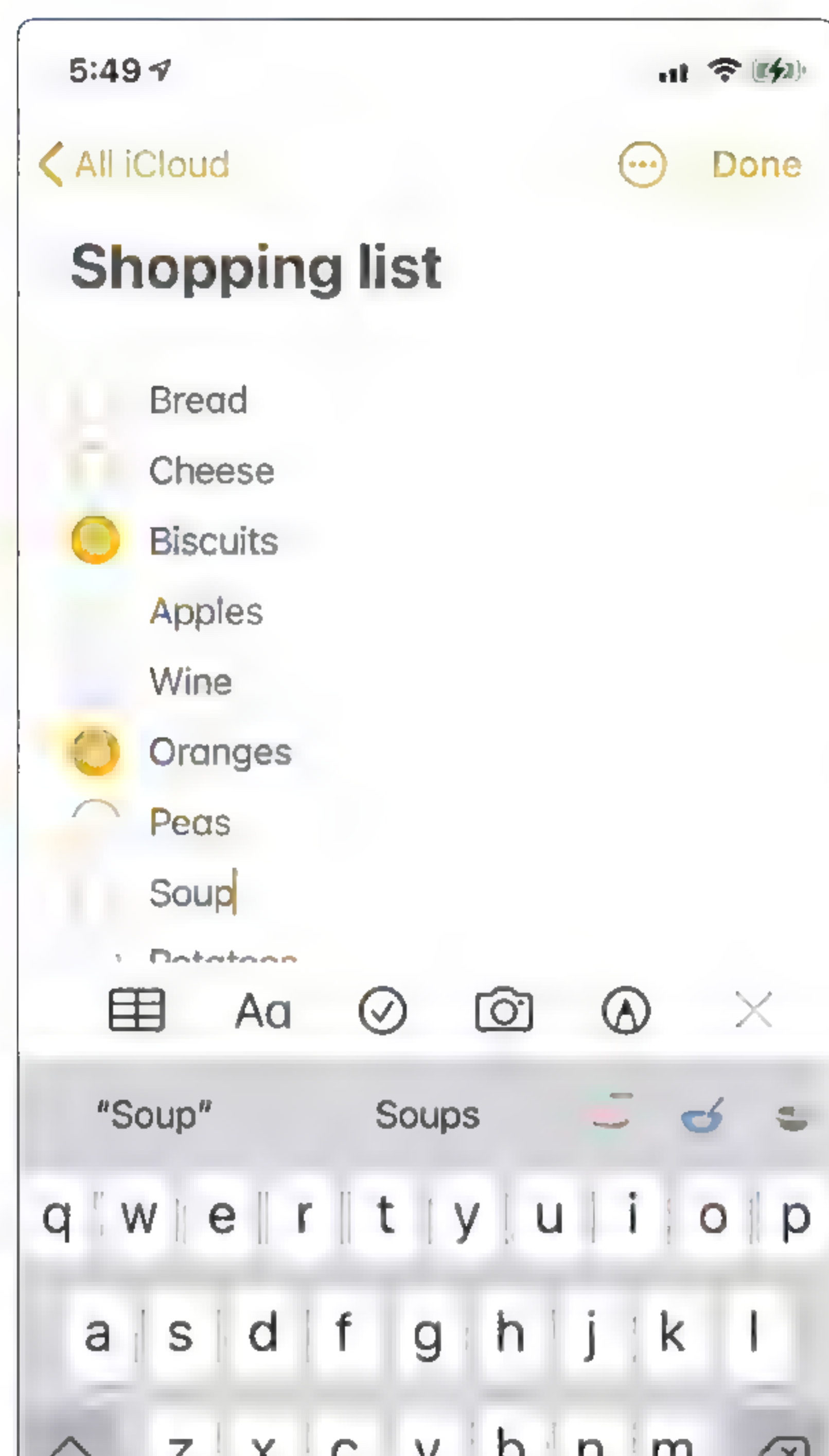
1 Double-tap to select a word or triple-tap to highlight a paragraph and drag the handles to select more or less text if necessary. You bring up a contextual menu offering formatting and attachment options too.



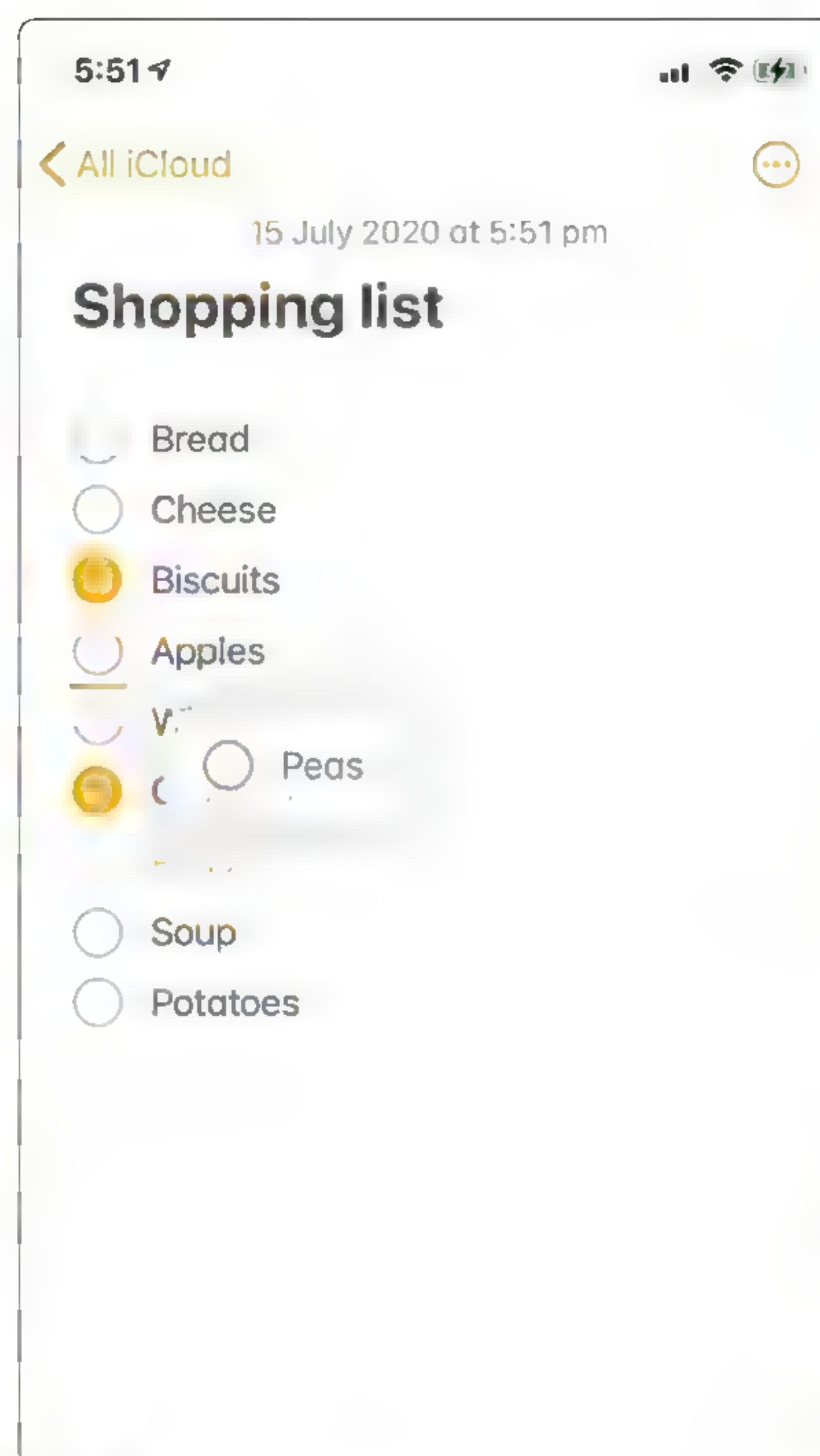
2 The first icon in the tools above the keyboard sets up a table. You can type in every cell and tap the three-dot icons for a pop-up menu to add or delete rows and columns. You can drag rows and columns after tapping this too.



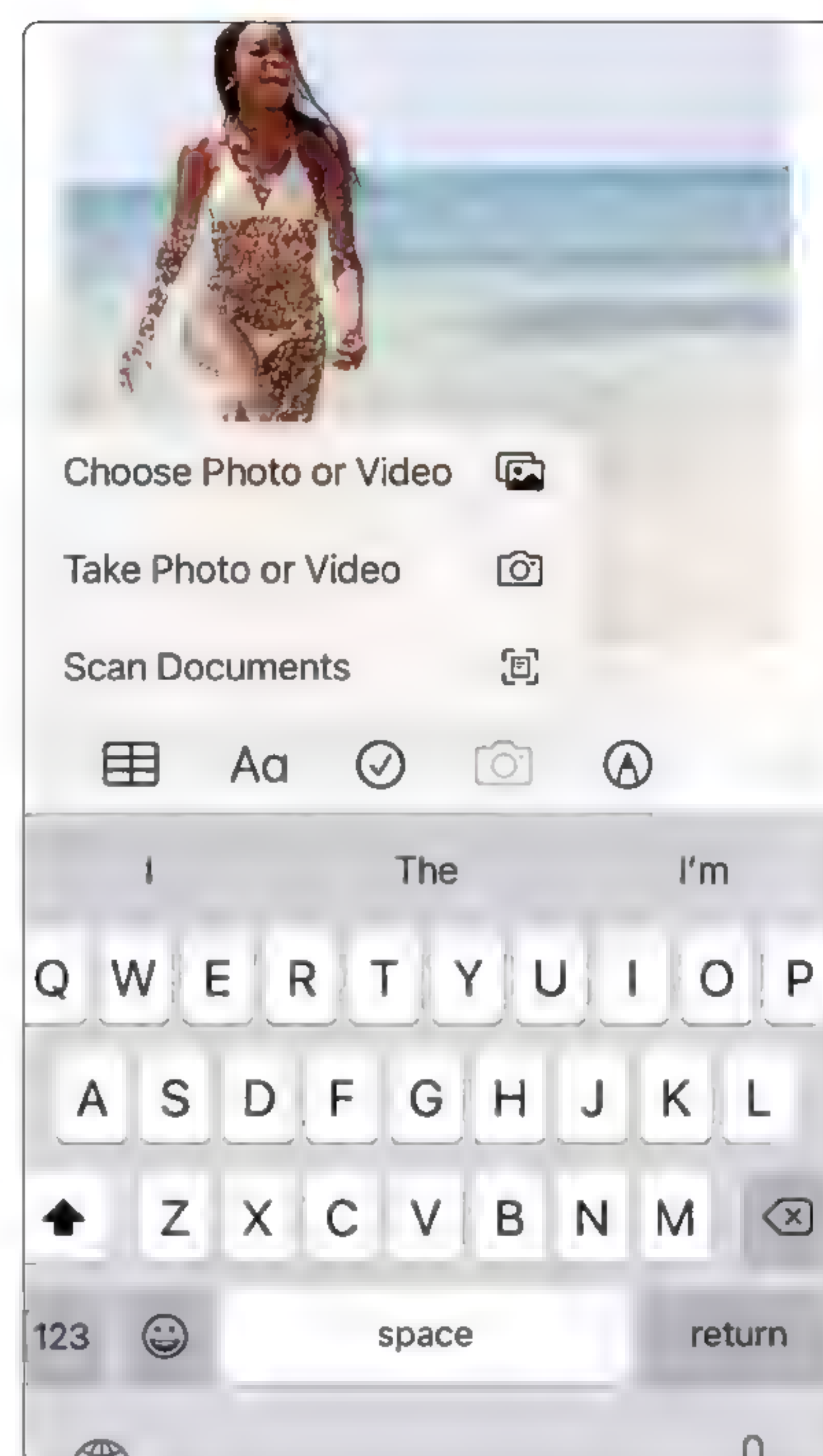
3 Highlight some text then tap the 'Aa' icon for the formatting options. You can justify it right, left or centred, turn it into a title or a heading, make it bold, italicised, underlined or crossed out and more. Tap 'x' to go back to the note.



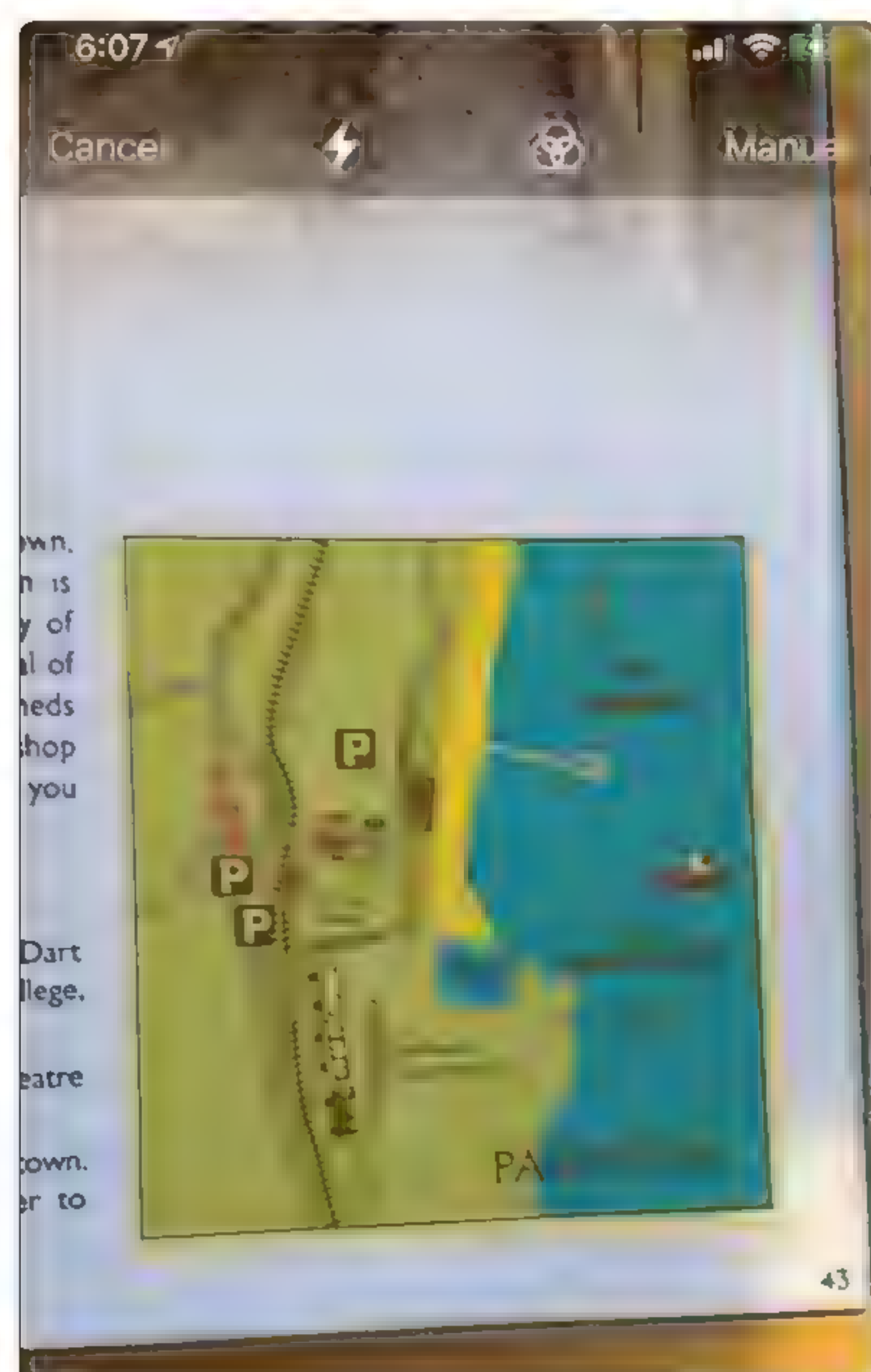
4 Highlight text and tap the tick icon to turn it into a checklist. An empty circle appears next to each item in the checklist. Tap this circle to put a tick in it. This way, you can check off items on the list as you do them. You can, of course, tap a ticked circle to remove the tick again.



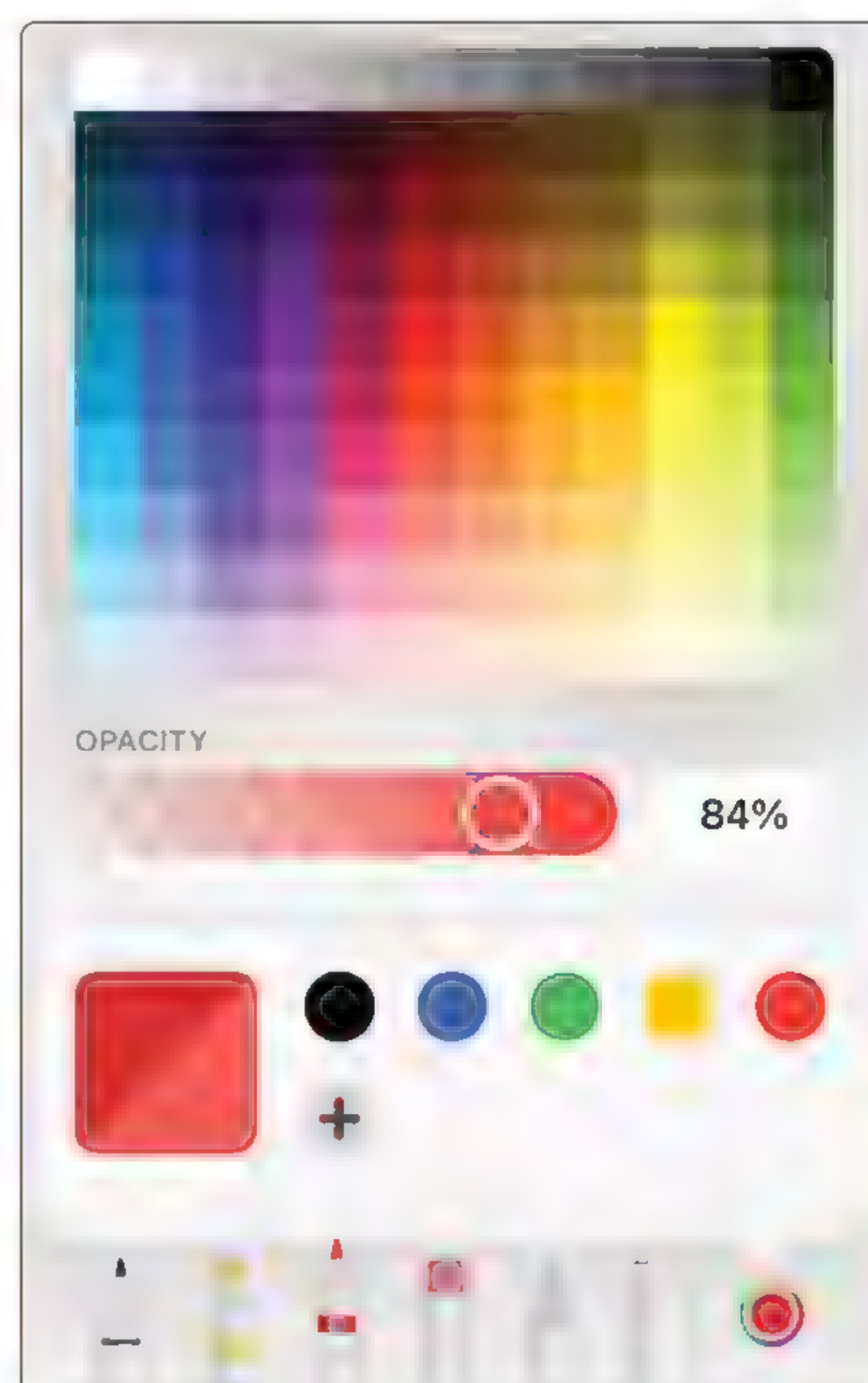
5 You can tap and hold a checklist's circle and drag it up and down the list. Tap and hold for a contextual menu, then tap Checklist and you can opt to delete ticked items, or send them to the bottom. See Settings > Notes > Sort Ticked Items too.



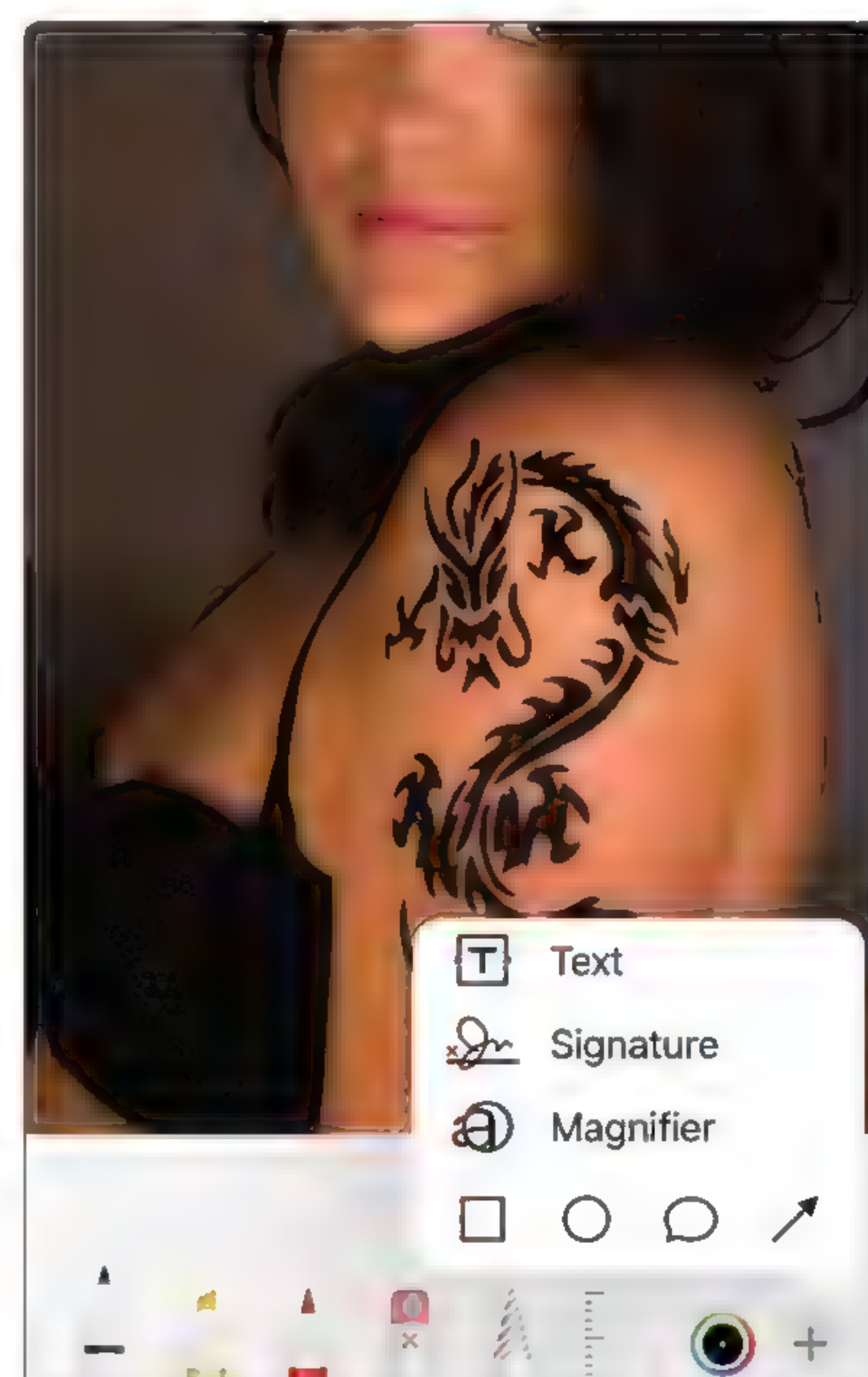
6 The camera icon brings up a sub-menu about attachments. The first option in this menu lets you add a photo or video from your Photos app to the note. The second option lets you take a new photo or video on your iPhone, and then add it directly to the note.



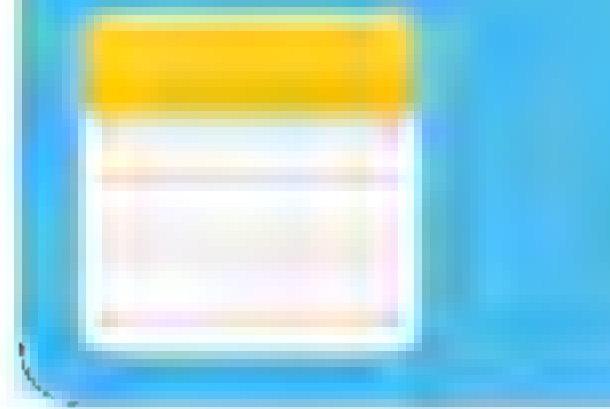
7 The third option lets you use the camera to scan a document and add it to the note. You can turn the flash on or off, choose colour, greyscale or B&W with the circles icon and have the shutter trip automatically or manually.



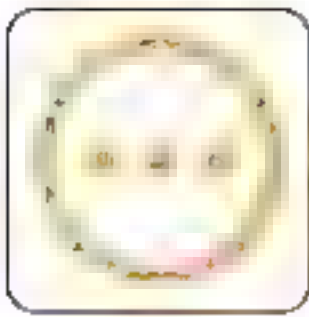
8 Tap the pen in a circle icon to add a sketch to your note. It brings up drawing tools, which you use to draw and colour. Tap the circle on the right to change pen colour and opacity. Note the Undo and Redo tools above the sketch.



9 Tap a photo or attachment in a note, then tap the pen icon in the top-right and you can draw on the attachment using the markup tools as seen in the last step. Tap the Plus sign for extra annotation tools, as shown here.



The Action menu



Tap on the three-dots icon found at the top of the screen for the action menu. Its contents are slightly different when you're looking at a folder but if you tap it when you have a note open, this is what you see.

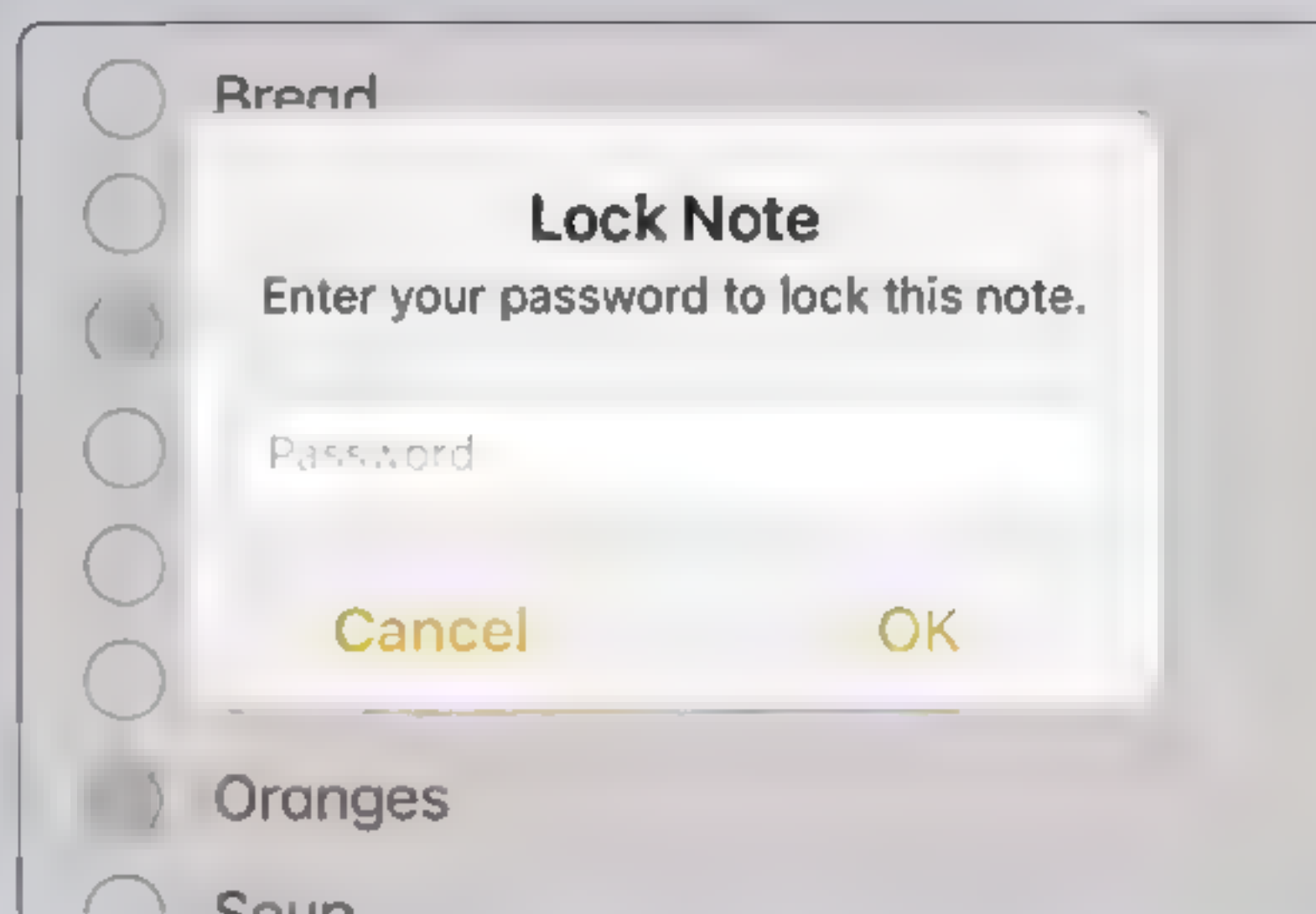
1 Scan and Pin note

The Scan icon is another way to access the document scanner. Tap Pin to pin your note to the top of the folder list or if it's already pinned, tap here to unpin it.



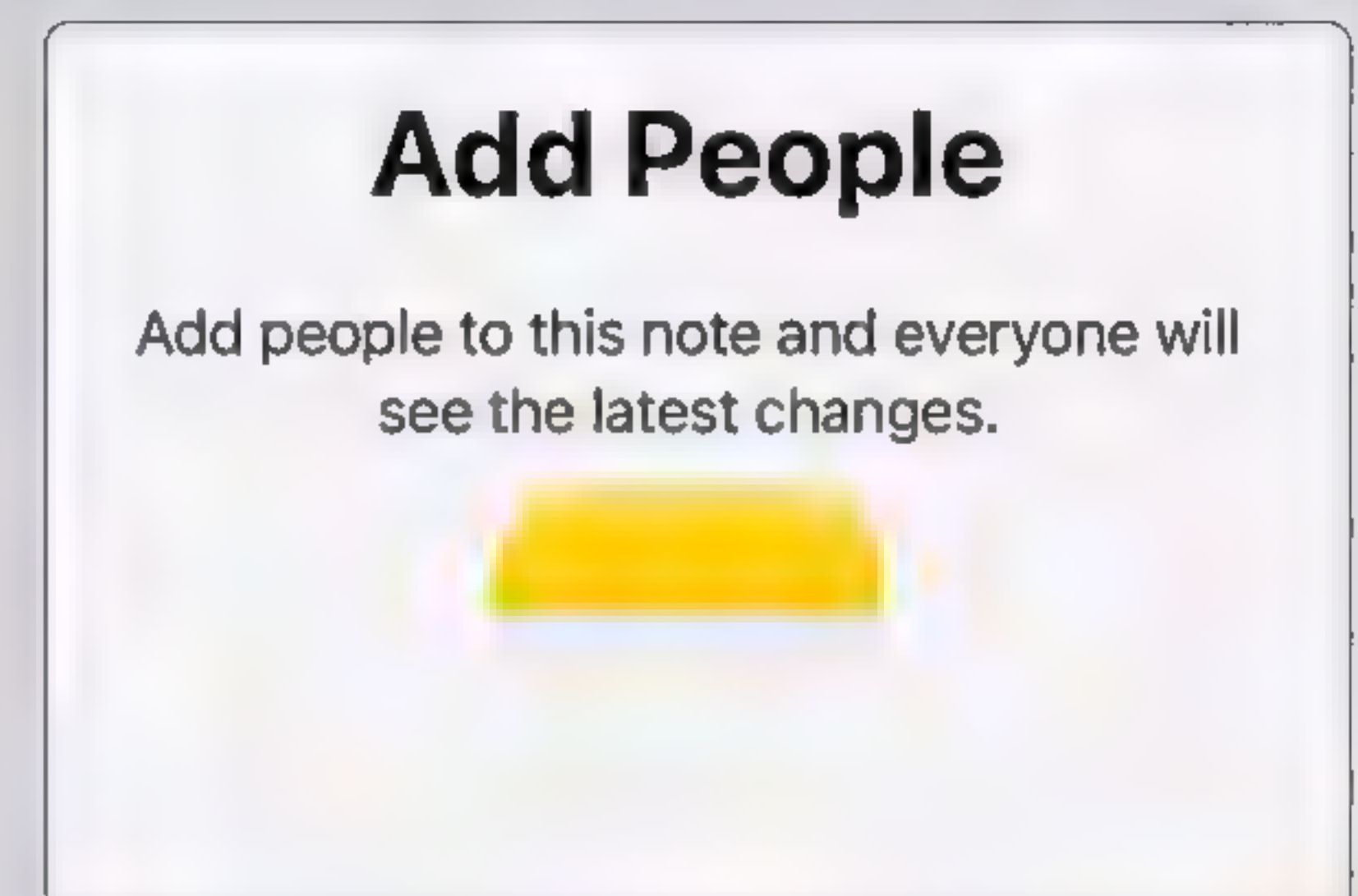
2 Lock and Delete

The Lock icon password protects notes. Go to Settings > Notes > Password and set a password to lock a note. Delete will of course delete the note.



3 Add people

You can collaborate on a note or folder with other people, with edits made by any party visible to all. Tap here and invite them to join.



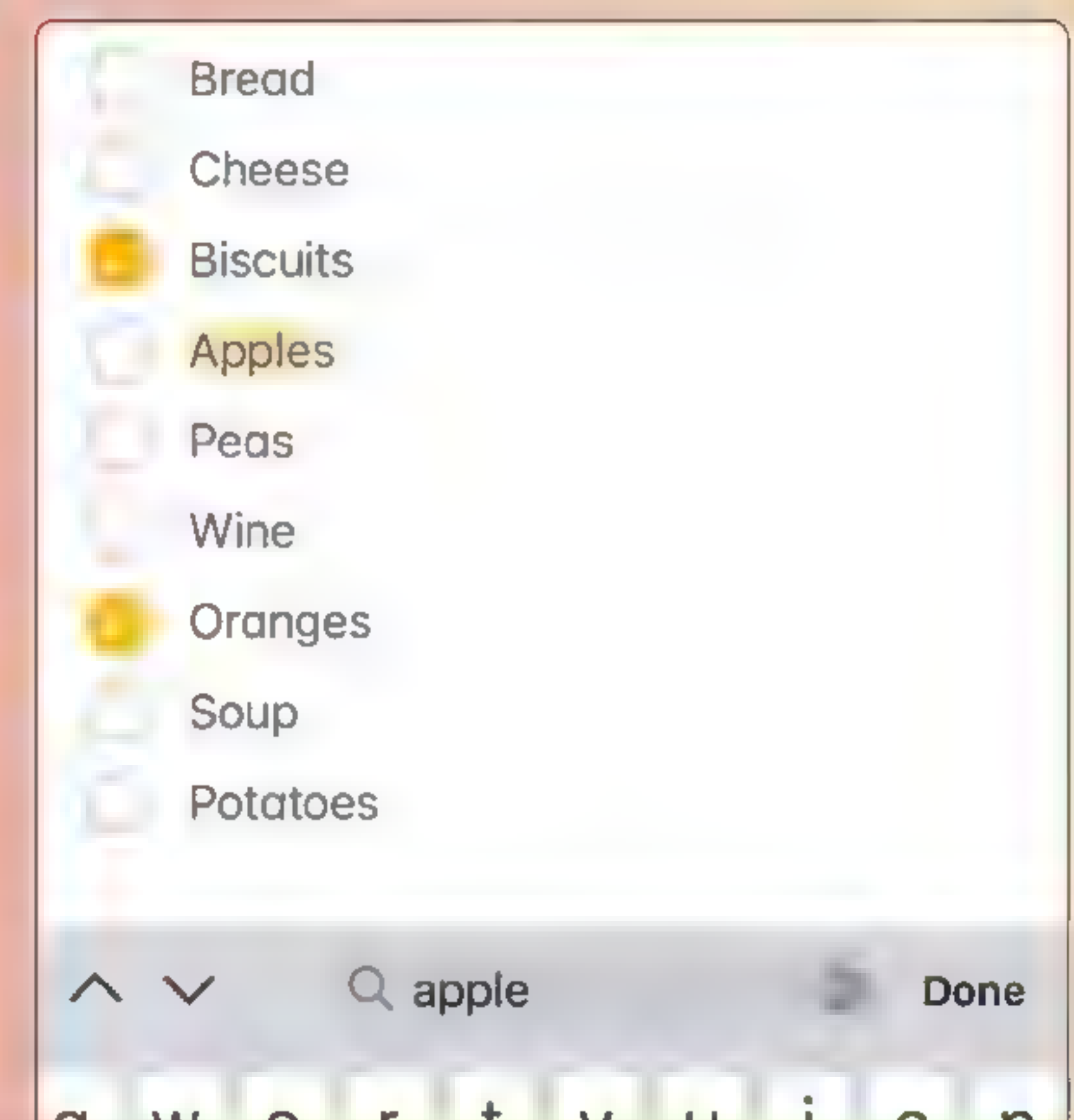
4 Send a copy

This is the Sharing option. Tap it and you can send a copy to someone else using a variety of methods; or print it, save it to files and more.



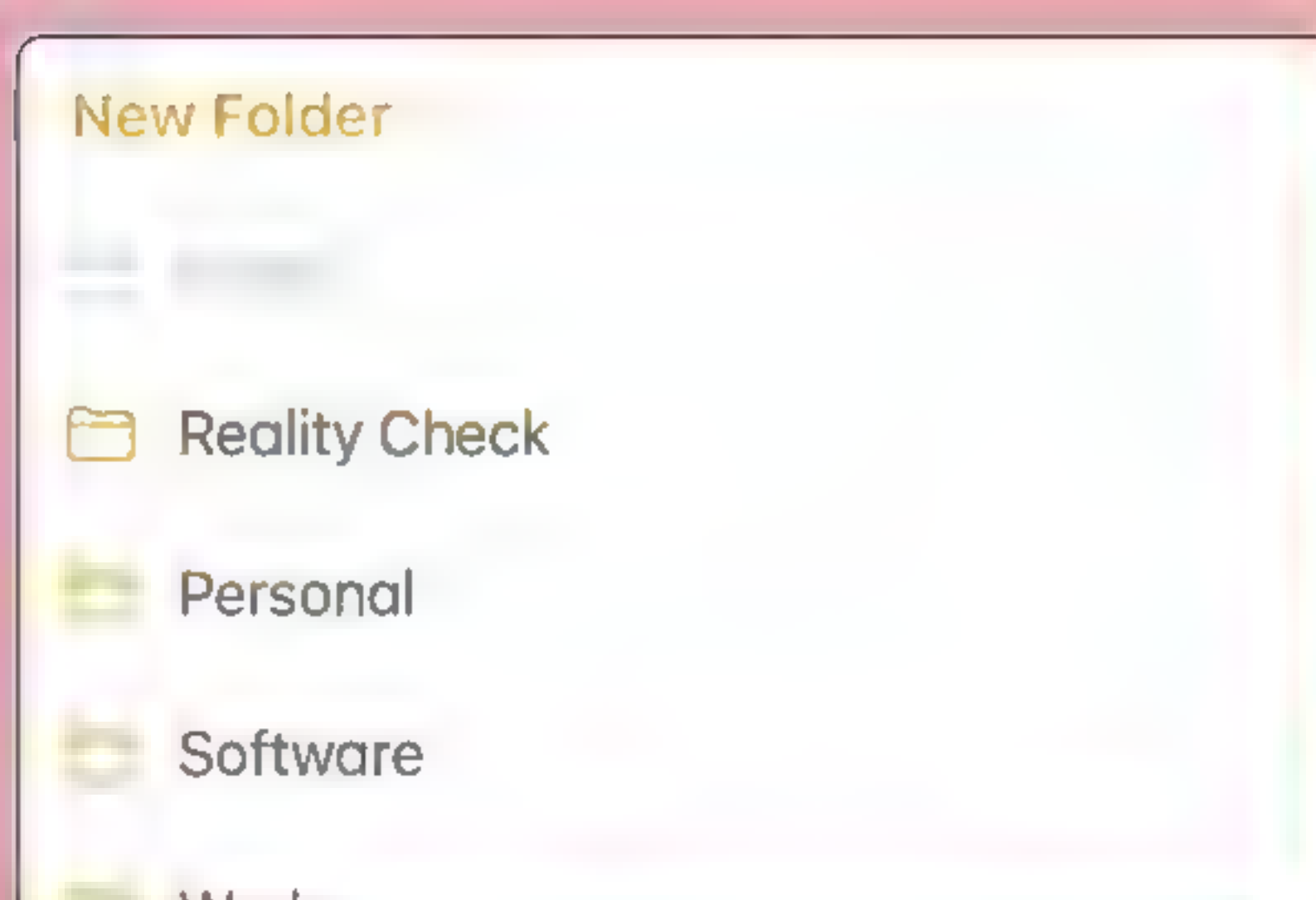
5 Find in note

A search option. This searches only in the note you currently have open rather than all the notes; so it's really useful for searching long notes.



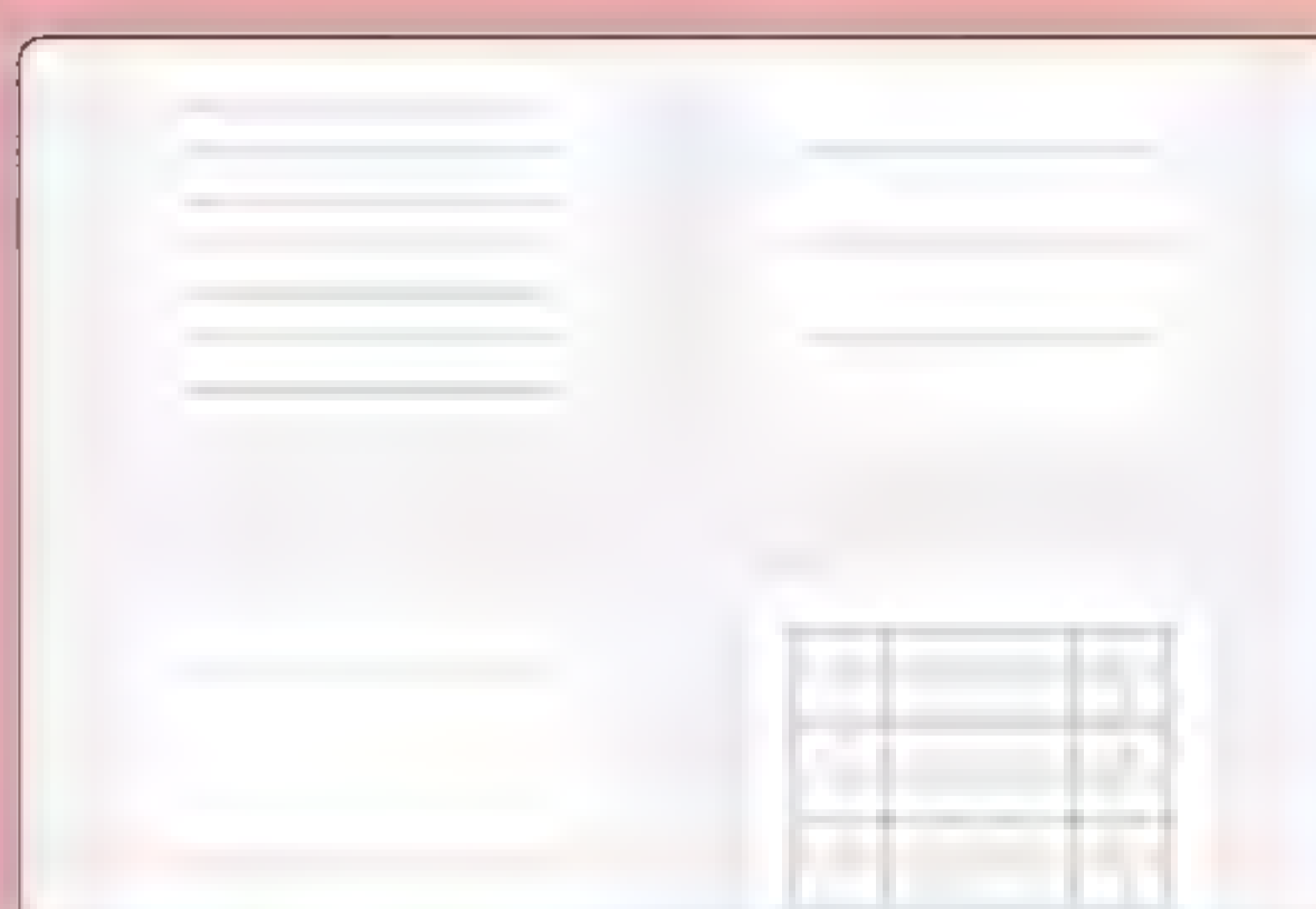
6 Move a note

Tap here and you see a list of folders. Tap one of them to move the note into that folder or tap New Folder to create a new folder to use.



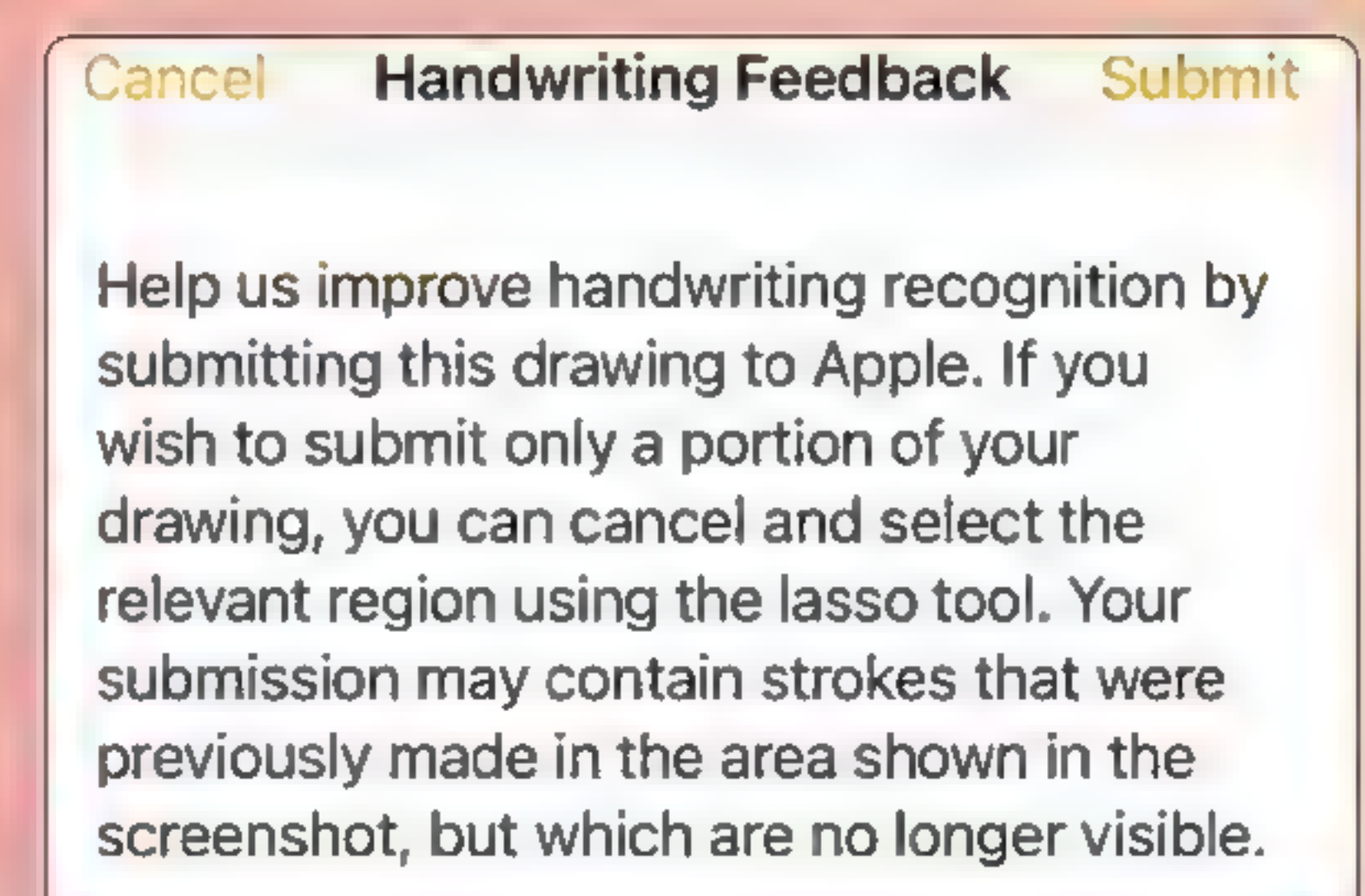
7 Lines & grids

If you want to add some lines of various spacing or a grid to your note, tap here and choose a design from the menu that appears.



8 Handwriting feedback

If you've written on the screen using Markup, those words should be searchable. Help Apple improve its algorithms by sending feedback.



TUE
7

Calendar App

Organise Your Life

Calendar is great for organising your life. You can add events and appointments, schedule alerts, invite contacts to events and sync Calendar with other calendar apps. It can remind you about upcoming events too.

Calendar in Focus



1 Tap this link to go back to the month view, showing the whole of the month.

2 Here you see the days of the month, with the currently displayed day highlighted. So here we're looking at 12th November.

3 This icon gives you a list of upcoming events, displayed according to their date and time.

4 Tap here to search the Calendar app, looking at titles and content in your calendar entries.

5 Tap here to create a new calendar event, setting the date, time and title, as well as whether it repeats (for example, with birthdays and anniversaries), which calendar it's in, when it starts and ends and more.

6 The day, date, month and year currently open are shown here for easy reference.

7 All-day events such as public holidays and birthdays are listed at the top of a day's list of calendar events. You can tap this all-day entry for more information.

8 This event is to take place between 1pm and 3pm on the date in question. Tap the event for more details and options.

9 Wherever you are in the Calendar app, tapping the Today link takes you back to the current day's entries, as seen here.

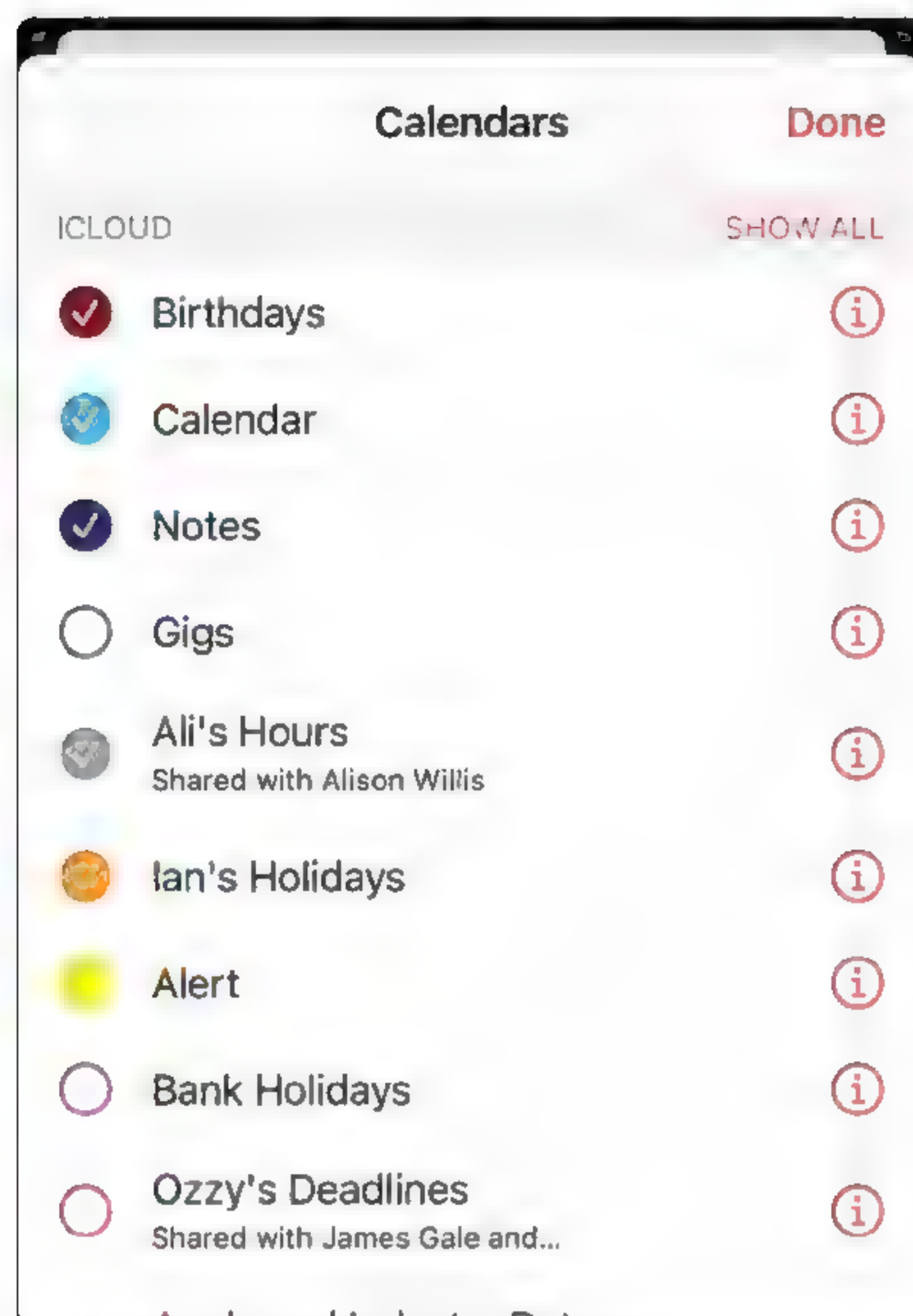
10 You can set up more than one calendar, so your events can be sorted into categories such as work, home and whatever else you choose. Tap here for a list of your calendars.

11 Invitations to join shared calendars arrive in your inbox, which you can reach by tapping the link found in the bottom right corner here.

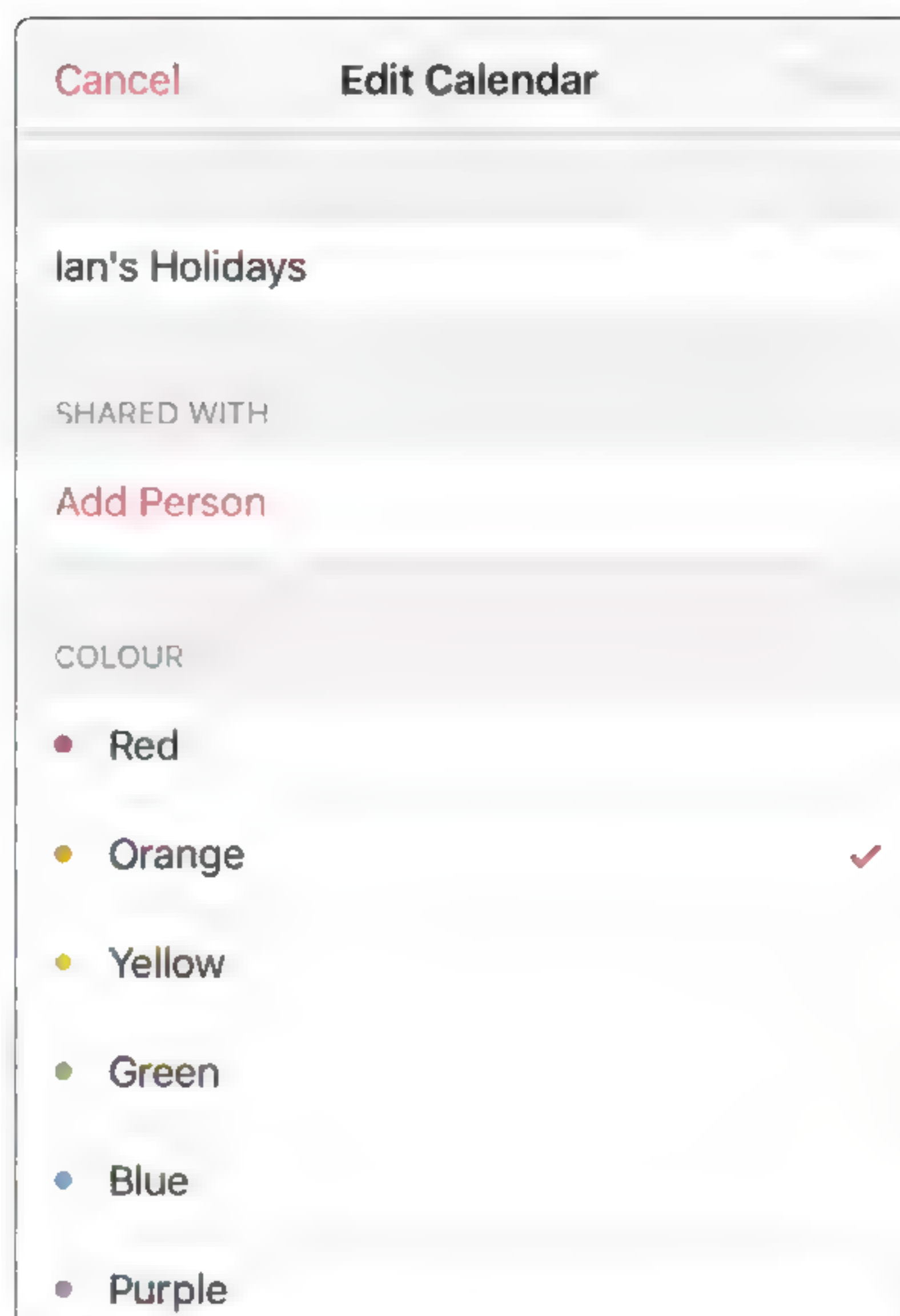
Emailing events.

To send an event from a Mac, drag it off your Calendar app onto your desktop (this doesn't delete the event from the Calendar app), where it appears as a .ics file, then send it by email.

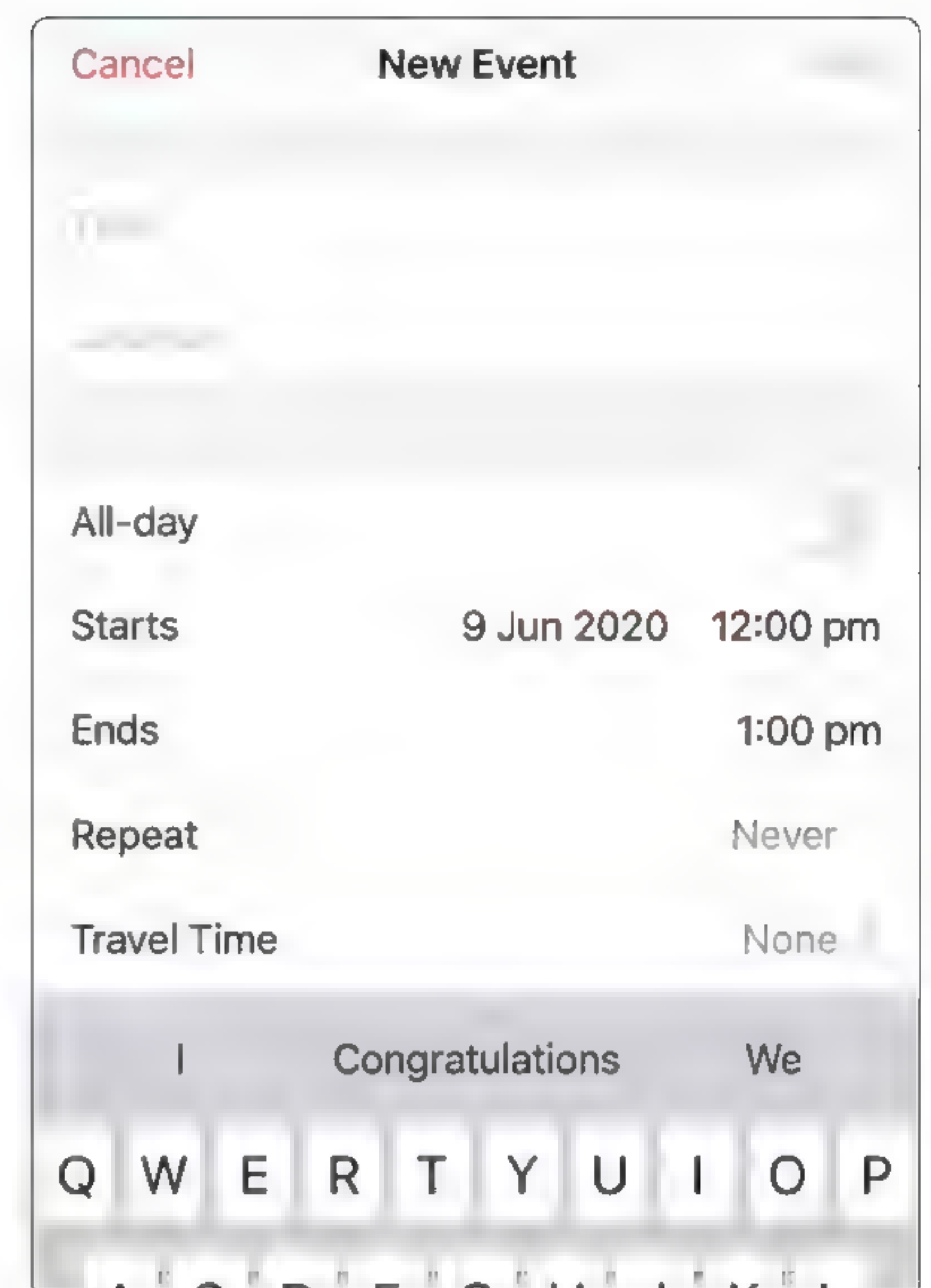
Exploring the Calendar app



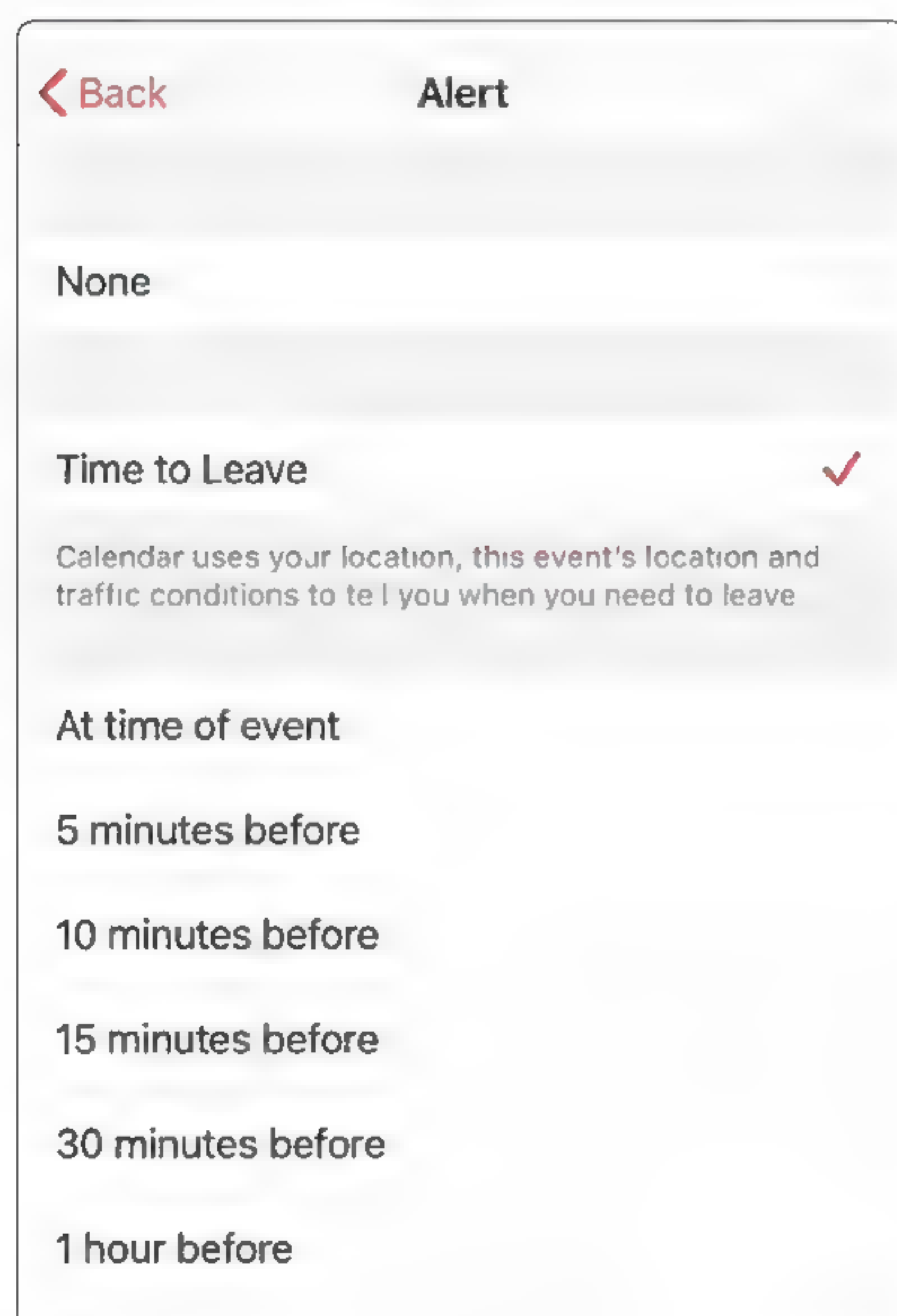
1 Tap the Calendar link at the bottom of the screen to see a list of all your calendars set up on your iPhone. Each has a circle next to it. Tap this circle to turn a calendar on and off, showing and hiding their entries on the main screen. This is useful if your Calendar app is getting crowded and difficult to navigate.



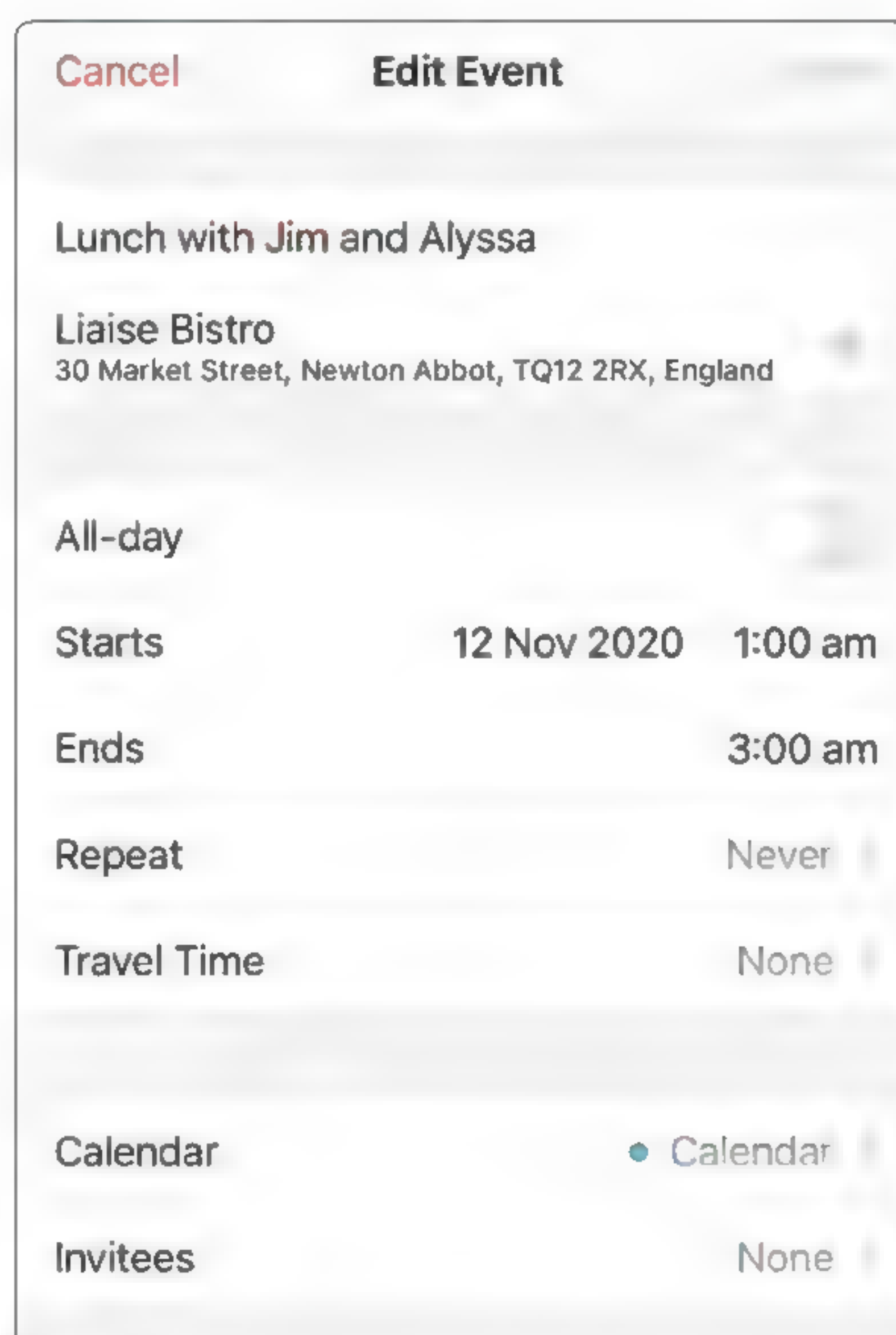
2 Tap the 'i' to the right of a calendar for this screen, where you can edit the calendar's name, change its colour, choose whether it produces alerts and whether it should be made public. Tap the Add Person link to share it with someone, after which you can add and edit events on that particular calendar.



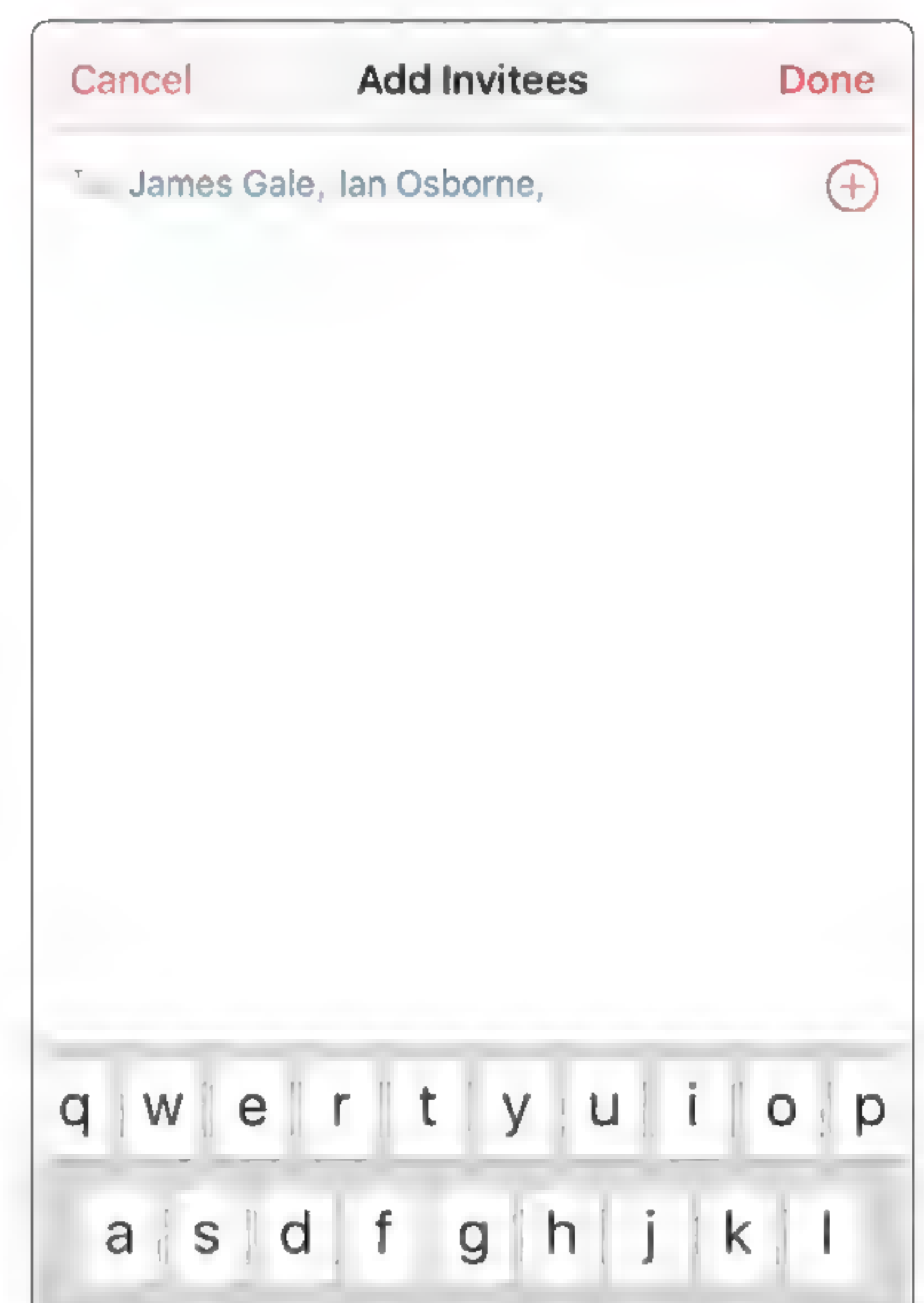
3 To add an event, tap the plus symbol to the top right of the screen. Enter a title and location for the event in the field provided, choose a start and end date and time, set whether the event is to repeat either daily, weekly, every two weeks, monthly or yearly and decide whether you want an alert.



4 If you choose to receive an alert, you can set when you want it to trigger. You can also enter notes or details in the bottom field, which is useful as the Calendar app's search facility can find text in these notes. When all details have been confirmed, tap Done to finish.



5 To edit an event, tap the event and then tap the Edit button that appears at the top right of the screen. From here you can tap on any of the fields to change the details. To delete an event, tap it, tap the Edit button then the red Delete Event button at the bottom of the screen.



6 To invite other people to this event, tap Edit, then Add Invitees. Tap the + icon and navigate your contacts, or just type in their details in the To field. Enter as many as you like, then tap Done and they're all contacted. If they accept, the event is added to their own calendar.

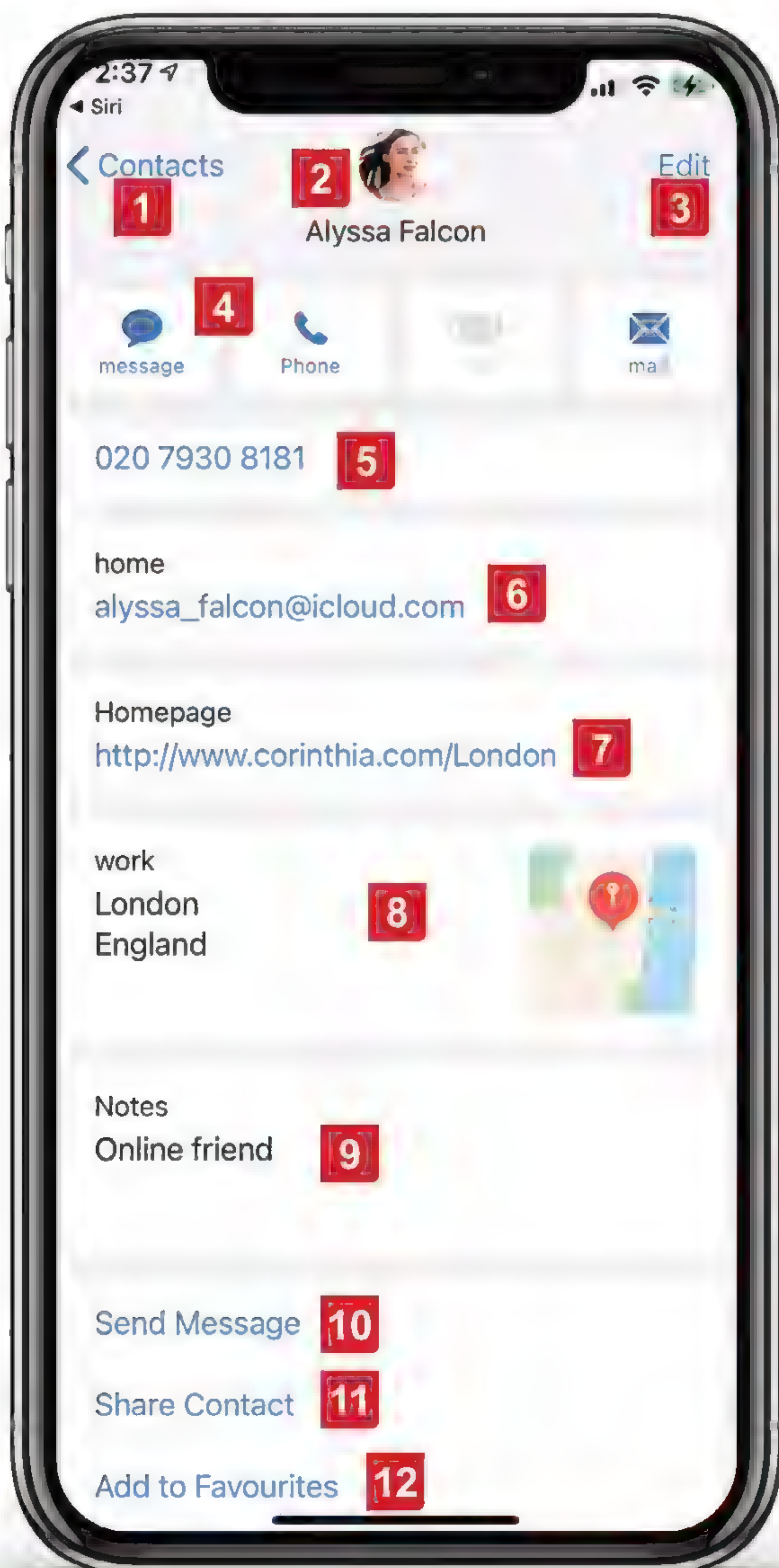


Contacts App

A Handy Address Book

The Contacts app is your iPhone's versatile digital address book. You can use it to store all your family, personal and professional contacts; and with iCloud, so their details are synced between all of your Apple devices.

Contacts in Focus



1 Tap this link to go back to your list of contacts, arranged in alphabetical order.

2 The name and picture of your currently open contact. If you don't yet have a picture here, the person's initials are shown on a grey background.

3 Tap Edit to add, remove or change information on the contact card. You can add things like birthdays and social media addresses as well phone numbers, street addresses and more.

4 These icons let you communicate with your contact directly from the Contacts app. Tap to send a message, make a call, make a video call or send an email. A greyed icon means the feature is unavailable.

5 Phone numbers for the contact. You can add numbers for home, work, mobile and more. Tap a number to make a call to it.

6 You can add as many email addresses as you need to a contact (for home, work and more). Tap an email address to open a blank email, with that address already in the To field.

7 If your contact has a home page, whether a personal or business site, you can add it here. Tap to open it in Safari.

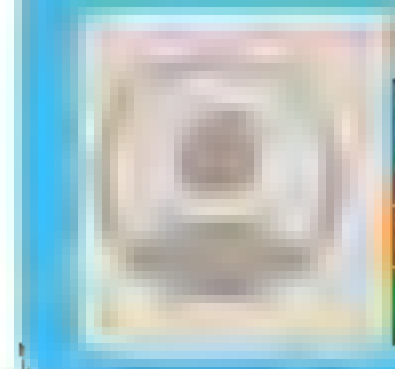
8 You can add addresses for home, work and more. A preview from the Maps app is shown. Tap it to open the Maps app at the location of that address.

9 You can write anything you like in the Notes section found here. The notes are searched when using the Search Field, so it's a useful way of keeping yourself more organised.

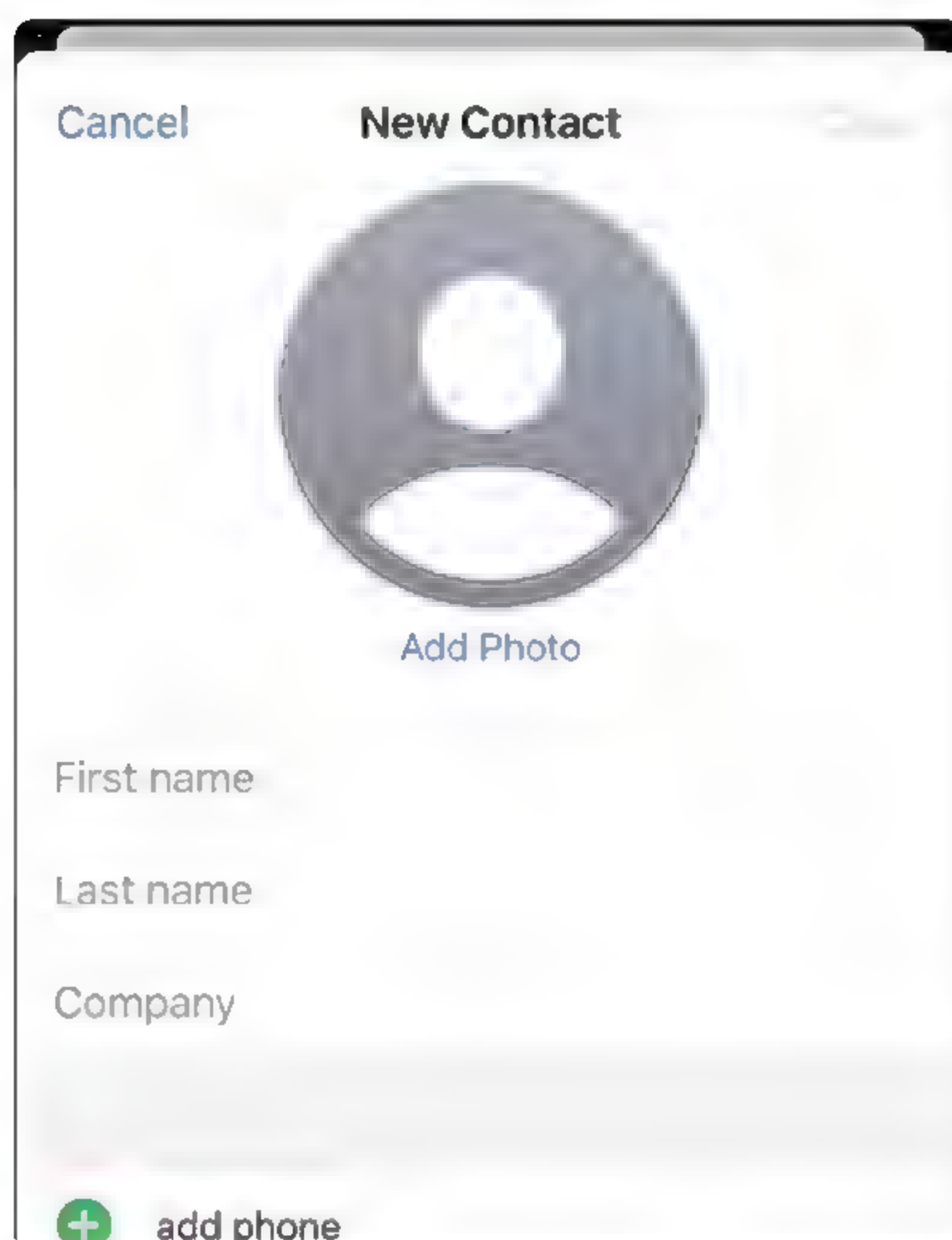
10 Tap here to send a message to your contact using the iPhone's Messages app.

11 The Share Contact feature lets you send your contact's details to a third party, by email, messages, AirDrop and more. The recipient can then open and save that contact card to their device.

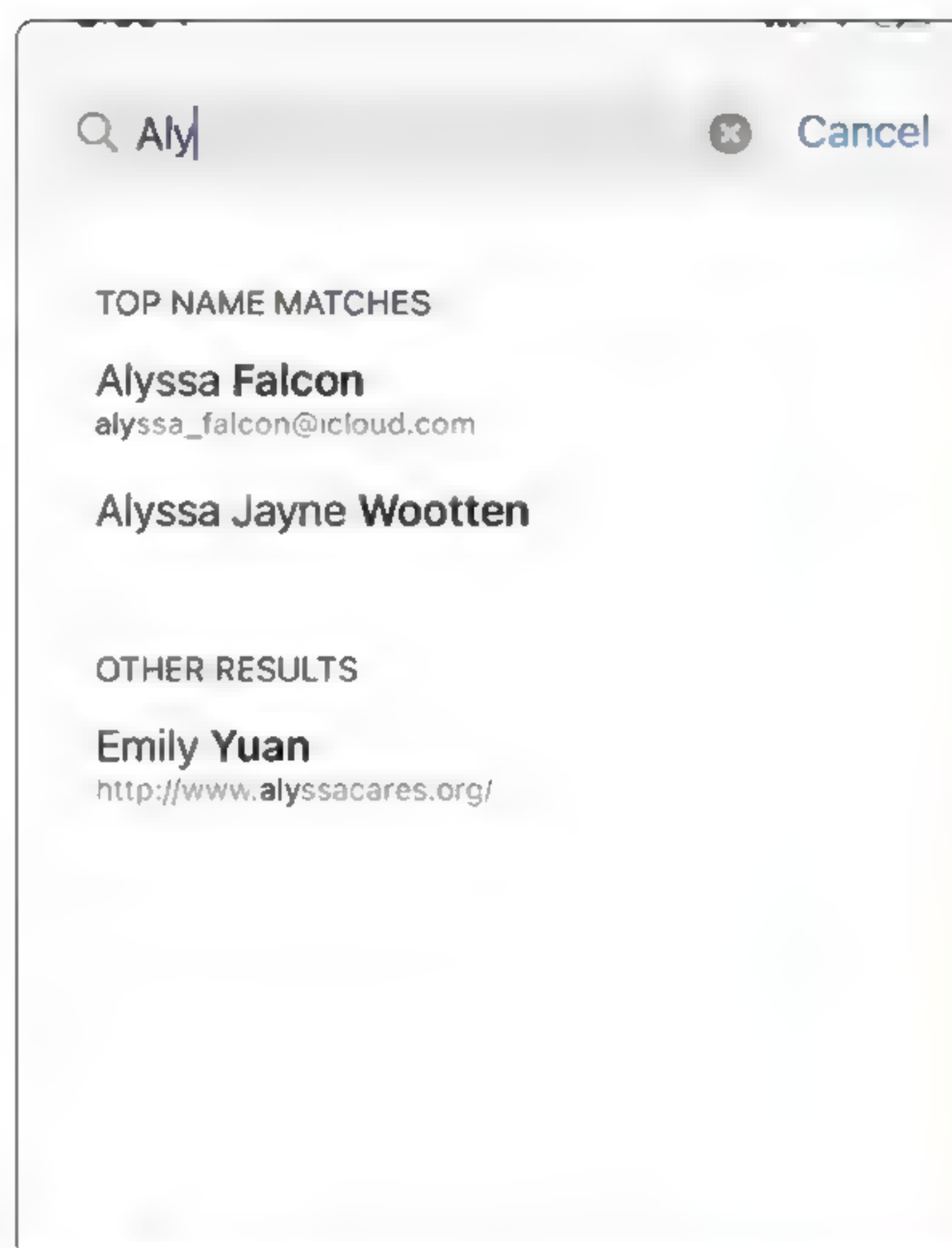
12 Add your contact's message details, phone number, email addresses, and/or other details to your list of favourites found in the Phone app.



Adding new contacts

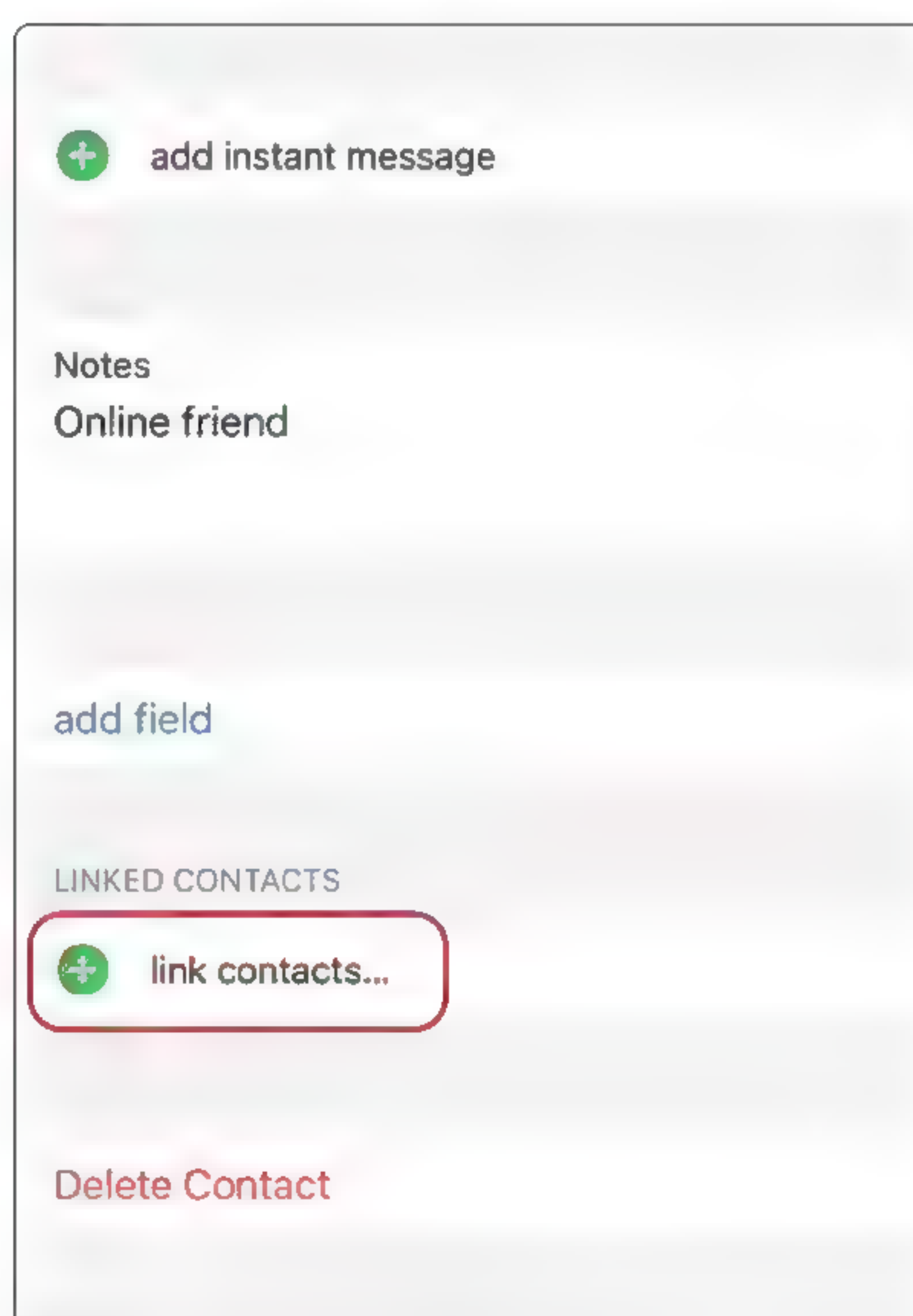


1 To add a new contact, press the Plus icon in the top right corner. Enter details such as the name, phone number and address by tapping the green plus links in the contact card. Tap the silhouette to add a photo, or emoji if you prefer. If you want to enter something that isn't on the card, scroll to the bottom and tap Add Field.

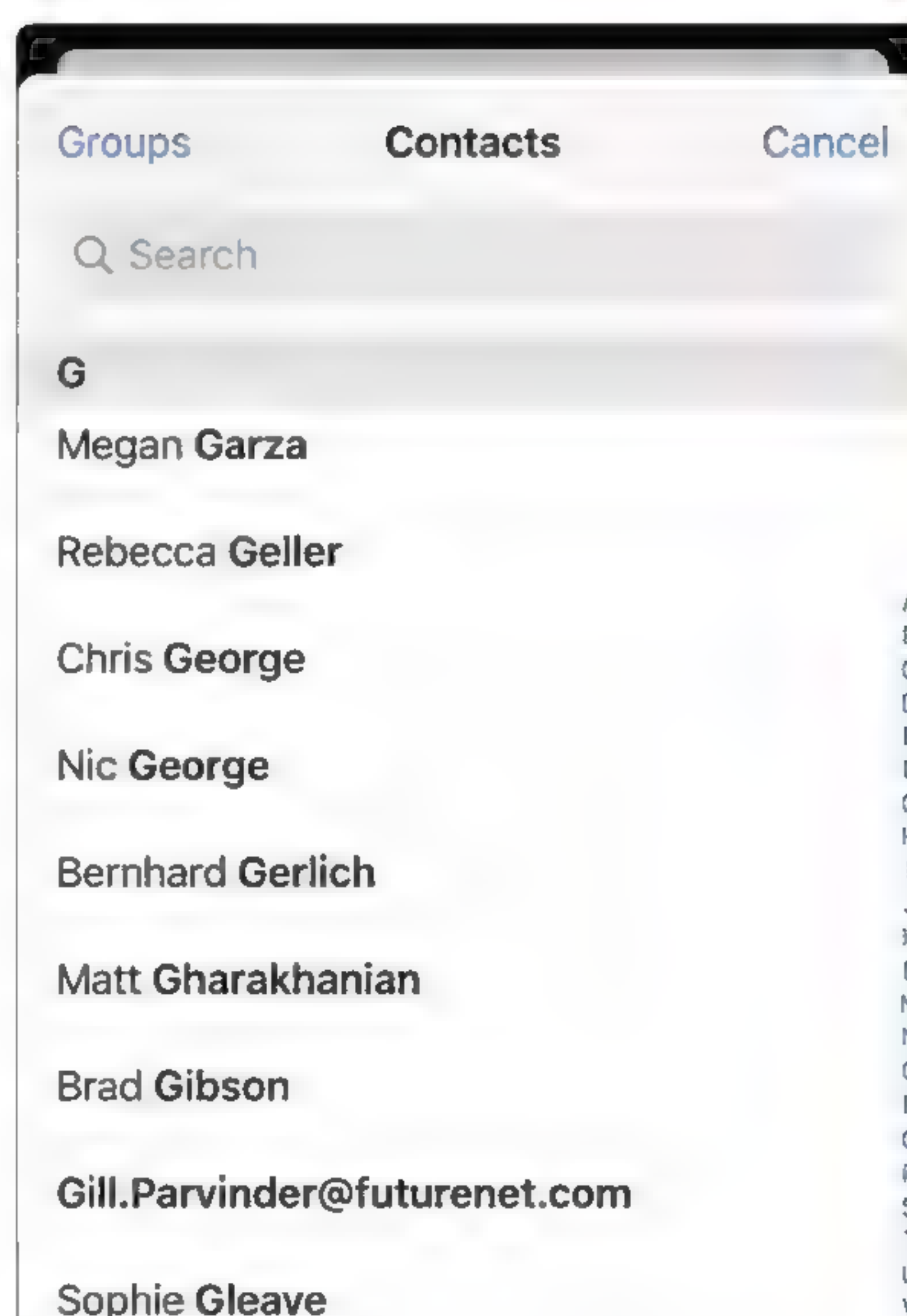


2 You can also assign individual ringtones and text tones, by tapping these fields and choosing one. When you're finished, tap Done and your new contact is added to your list. Pull this list down for a search field you can use to look for contacts by name, address, phone number or just about anything else entered on the card.

Merging duplicates

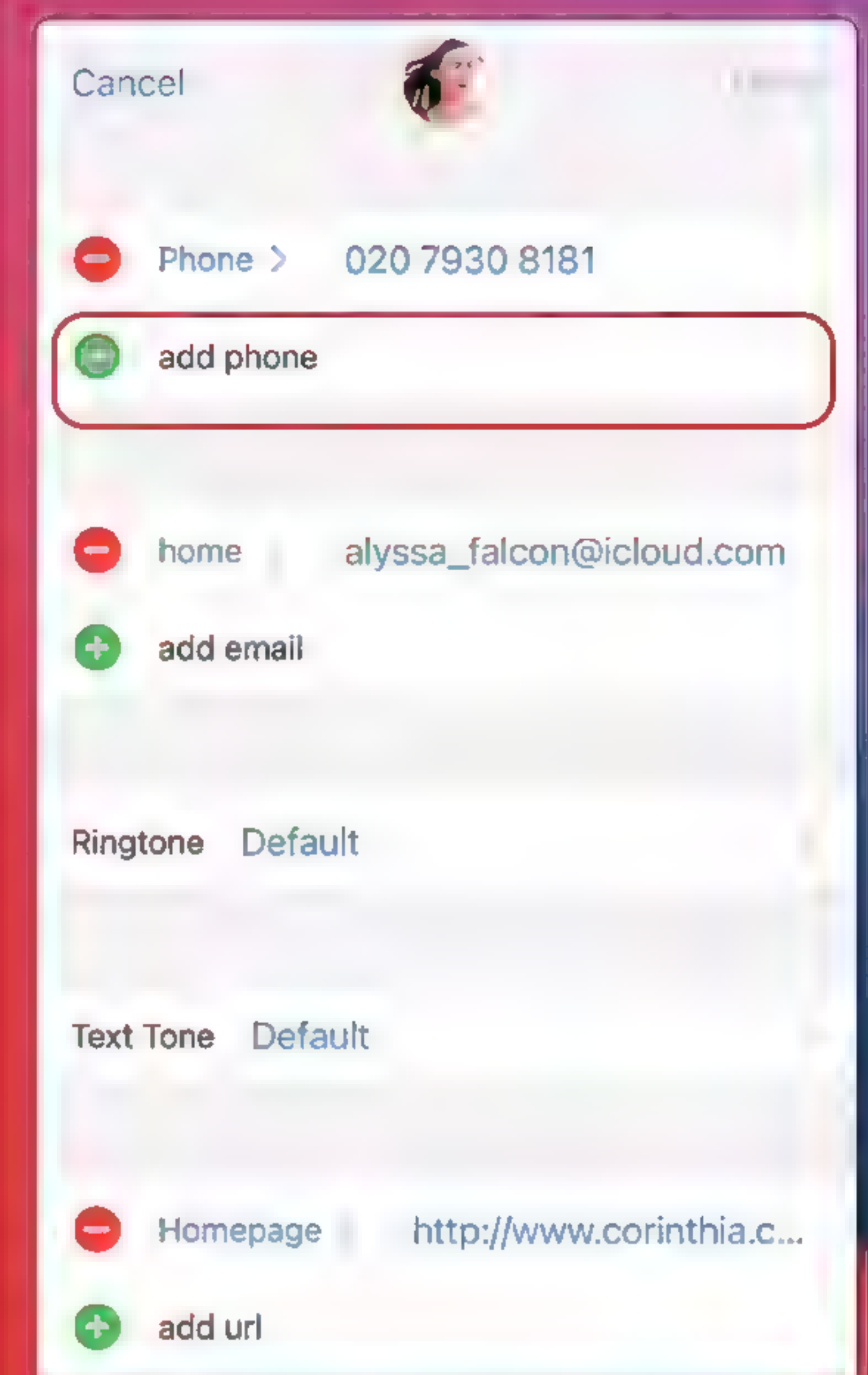


1 Open one of the accounts that you want to merge, and then tap Edit in the top right. Now scroll to the bottom of the contact card and tap the Link Contacts option as shown here.

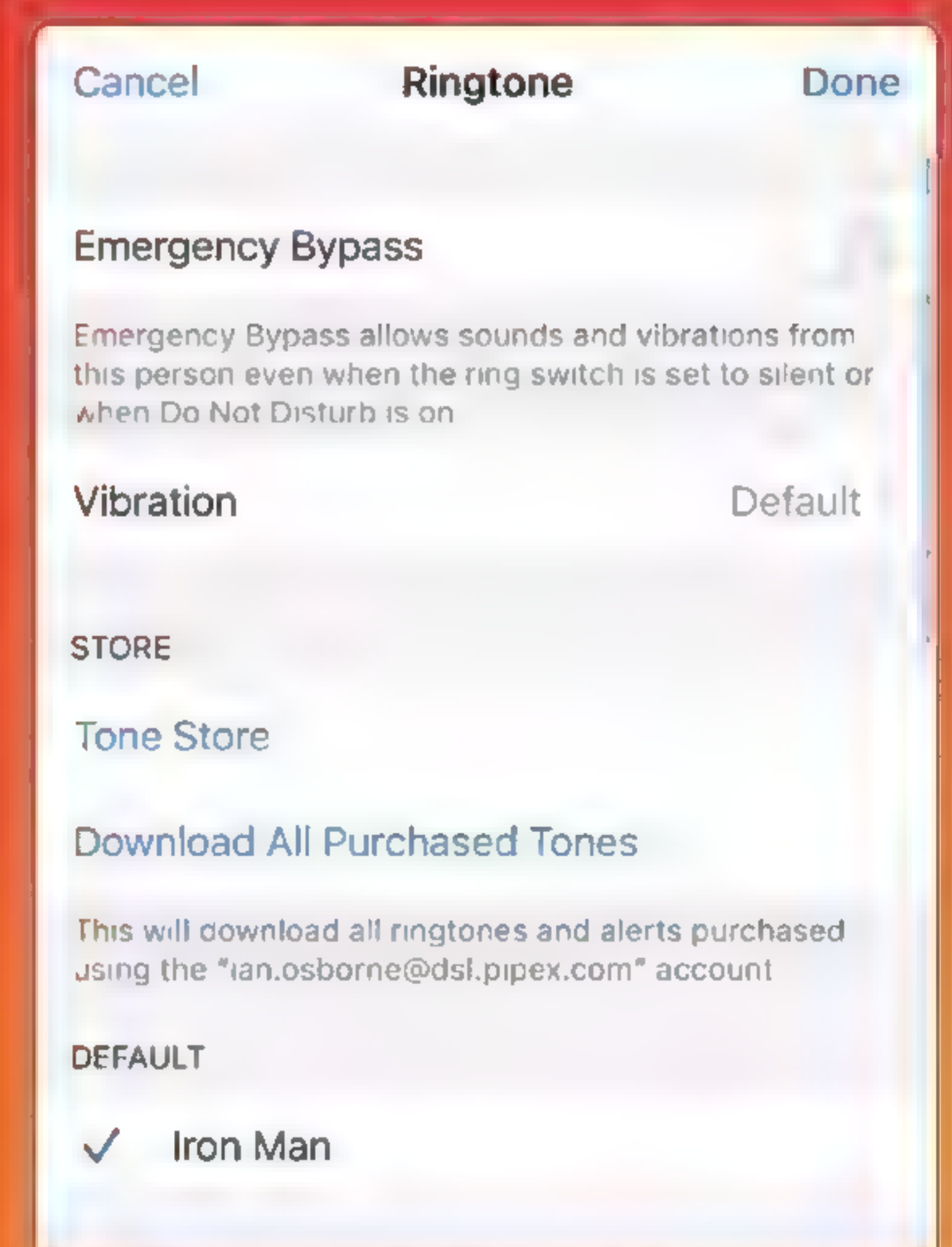


2 Choose the contact you wish to link it with and tap it. Repeat this process for all the person's profiles, and all their details then appear in a single entry in your Contacts app.

Assign a ringtone.



You can assign an individual ringtone or text alert to a specific contact, so you always know when that person calls or texts. Open their contact card, tap Edit (top right) and scroll to Ringtone and Text Tone. If you haven't changed them already, they're set at 'Default'.



Tap the one you want to change and select a new one. This tone is now used for incoming calls or messages from that contact. You can also turn on Emergency Bypass, which lets that contact get through to you even when your phone is on Do Not Disturb.



Camera App

Take Better Pictures

Here we show you how to make the most of the iPhone's cameras. With the Camera app, you can take amazing still pictures, record regular and slow-motion videos, make panoramic shots, take live photos and more.

Camera in Focus (older iPhone's interfaces may vary)



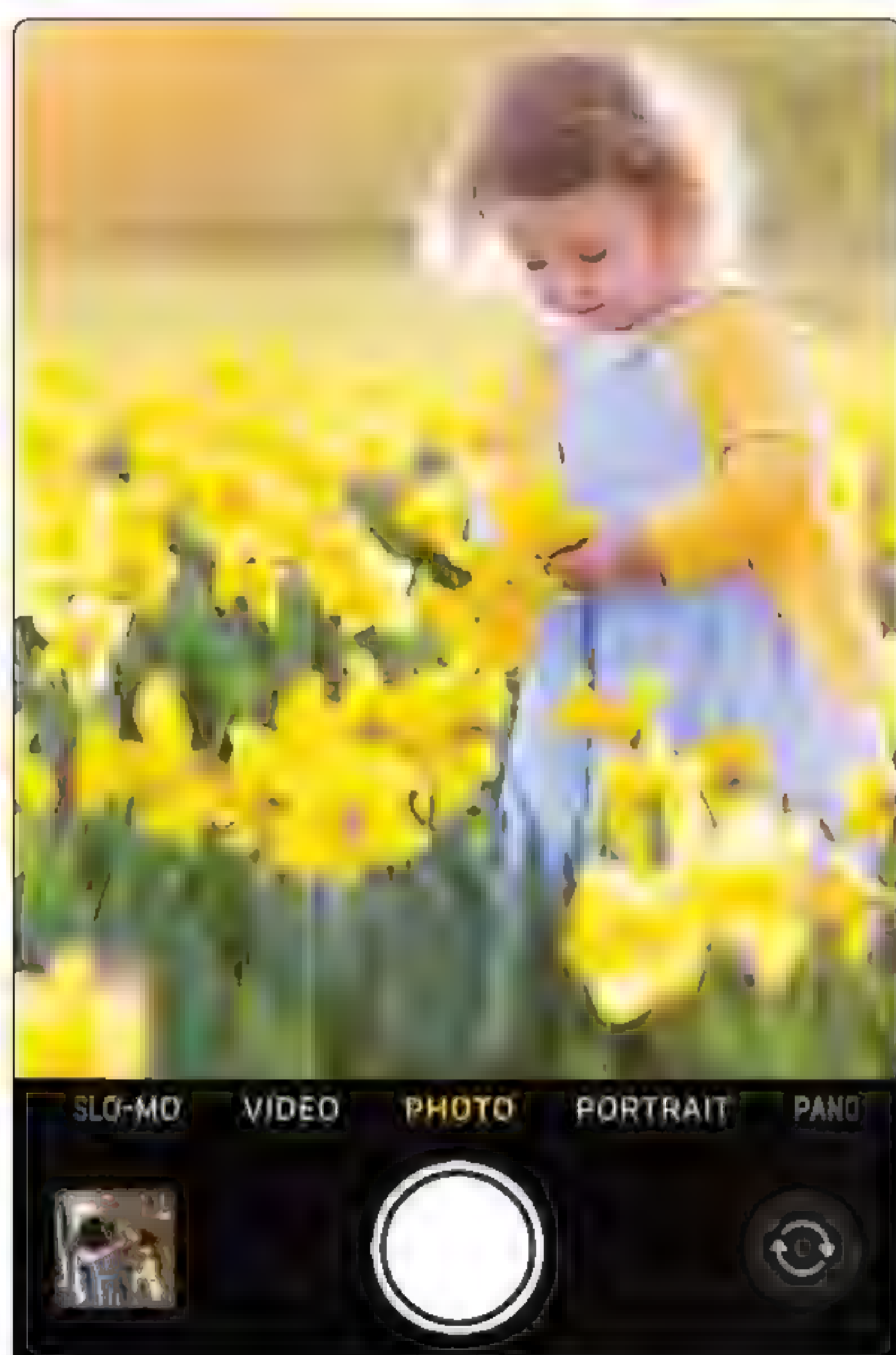
- 1** Tap the flash icon to turn it on or off, to suit current lighting conditions.
- 2** Tap this to change the Night Mode setting. A slider lets you switch from Auto to manually setting the time length of the photo, but there's no real need to do so.
- 3** Tap the inverted 'V' icon to open a row of control icons under the picture. These give greater control over things like the flash and HDR feature.
- 4** HDR stands for High Dynamic Range. It averages the exposure by taking photos at different exposures in a short burst and then combining them into a single image. This icon turns it on or off.
- 5** A Live Photo adds a few seconds of video to the still picture, giving it a mildly animated feel. Tap this icon to toggle it on and off.
- 6** Tap the screen to set a focal point. The camera focuses on whatever's in this part of the picture. Move your finger up and down the screen to adjust the brightness slider to its right.
- 7** If your iPhone has the feature, tap here to choose from wide angled (0.5x) regular (1x) and zoom (2x) pictures.
- 8** Use this slider to switch between the various picture settings offered by the Camera app.
- 9** Tap here to open the last photo or video you took. You can delete it straight away if it wasn't what you want.
- 10** Tap here to take a photo or to start a video recording. You can use the Volume buttons instead too.
- 11** This icon switches between using the front and rear cameras.

More Controls

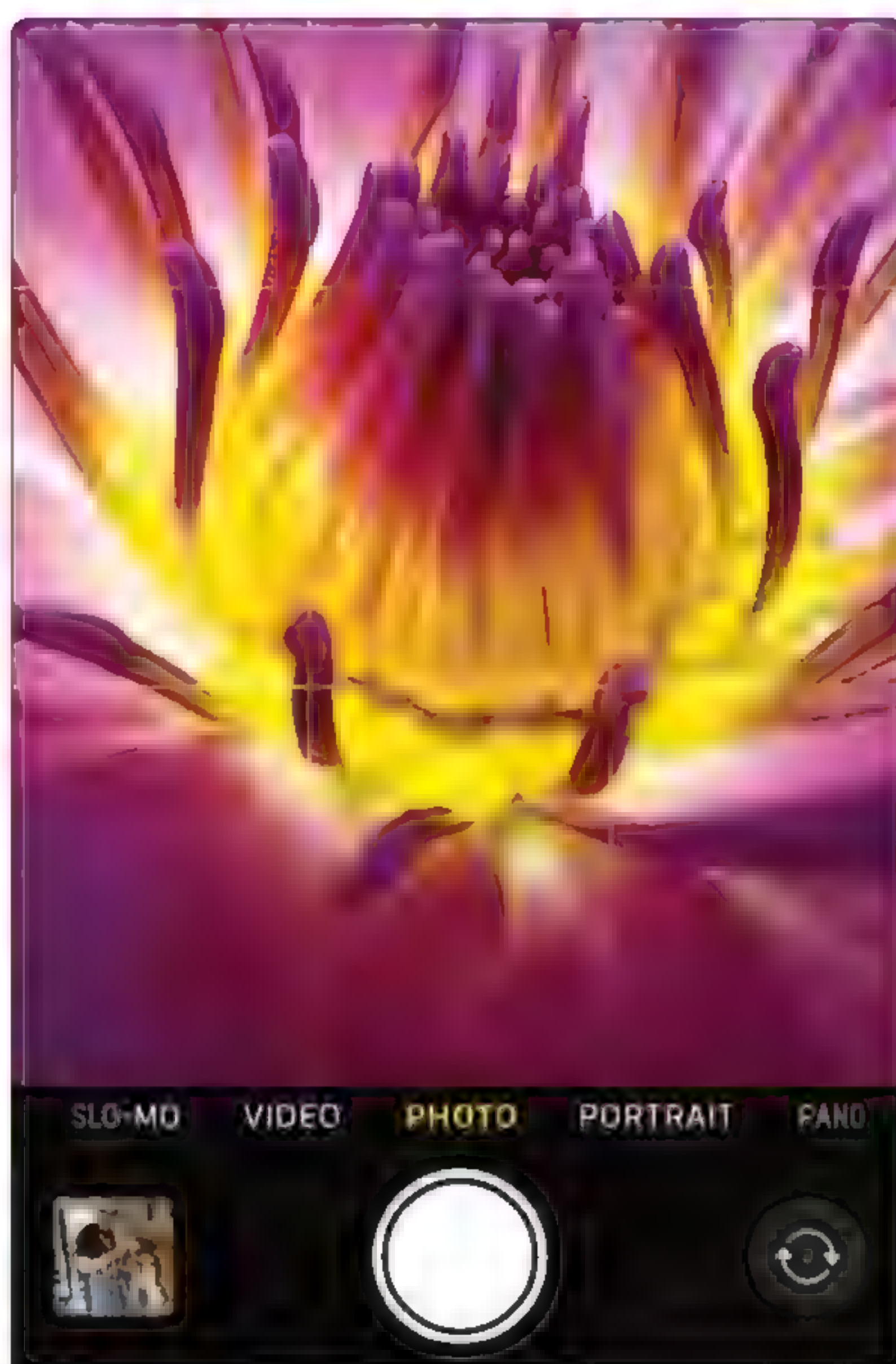
Tap the chevron (3) for a row of icons that give you greater control over some of the camera's functions. These are (left to right); Flash; Night Mode; Live Photos; Aspect Ratio; Change Exposure; Shutter Timer; Camera Filters; High Dynamic Range.



Capturing still photographs and video explained



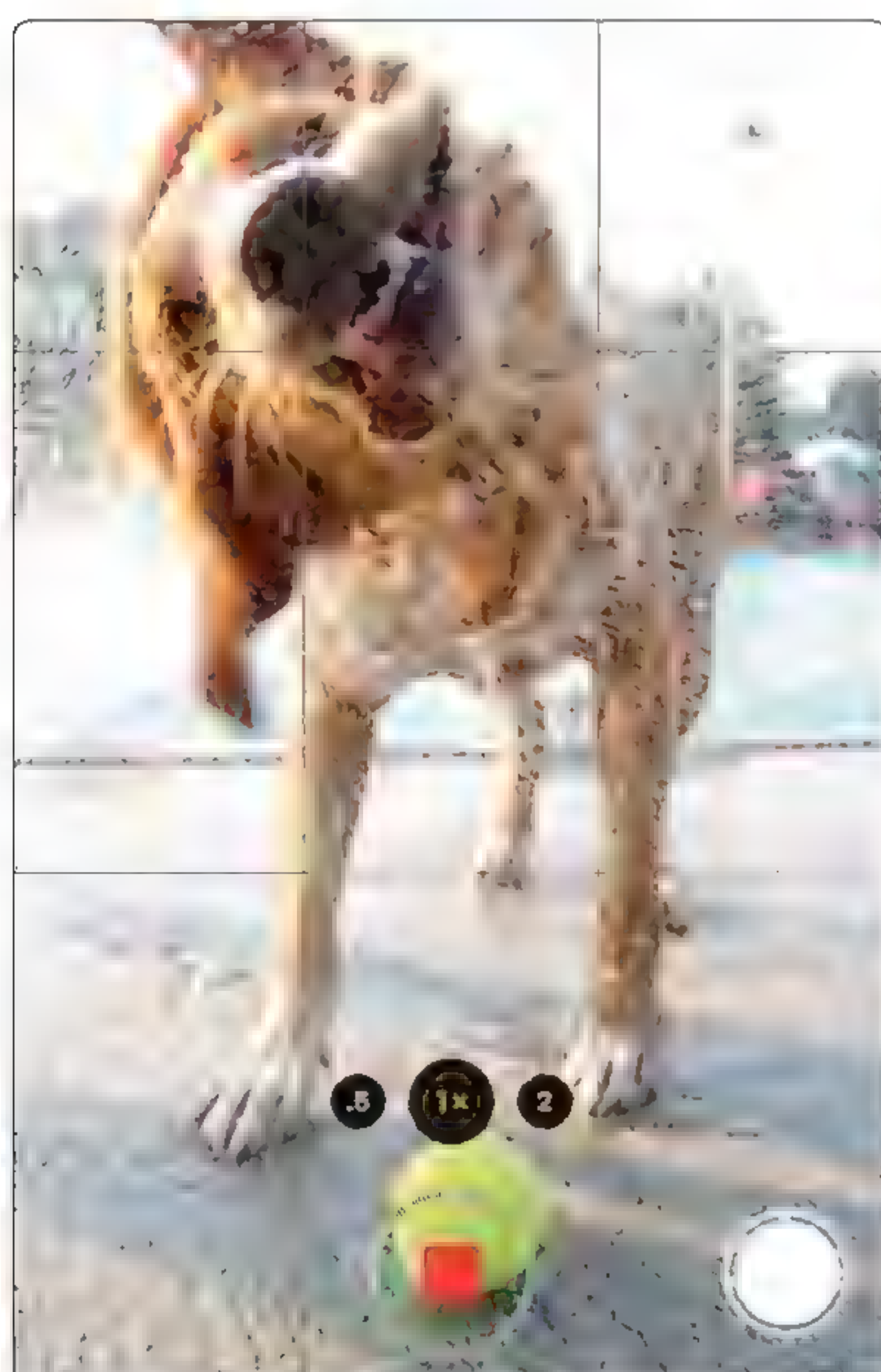
1 Open the Camera app. To flip between the front and back cameras, tap the circular icon (bottom right). To switch between video and stills, use the slider under the image; moving between Time-lapse, Slo-Mo, Video, Photo, Portrait and Pano.



2 Zoom in and out using pinch and spread gestures on the screen. To take a photo, tap the big white button or a Volume button. For Burst Mode, (multiple images at once), on older iPhones tap and hold the Shutter button. See the next section for newer iPhones' Burst Mode.



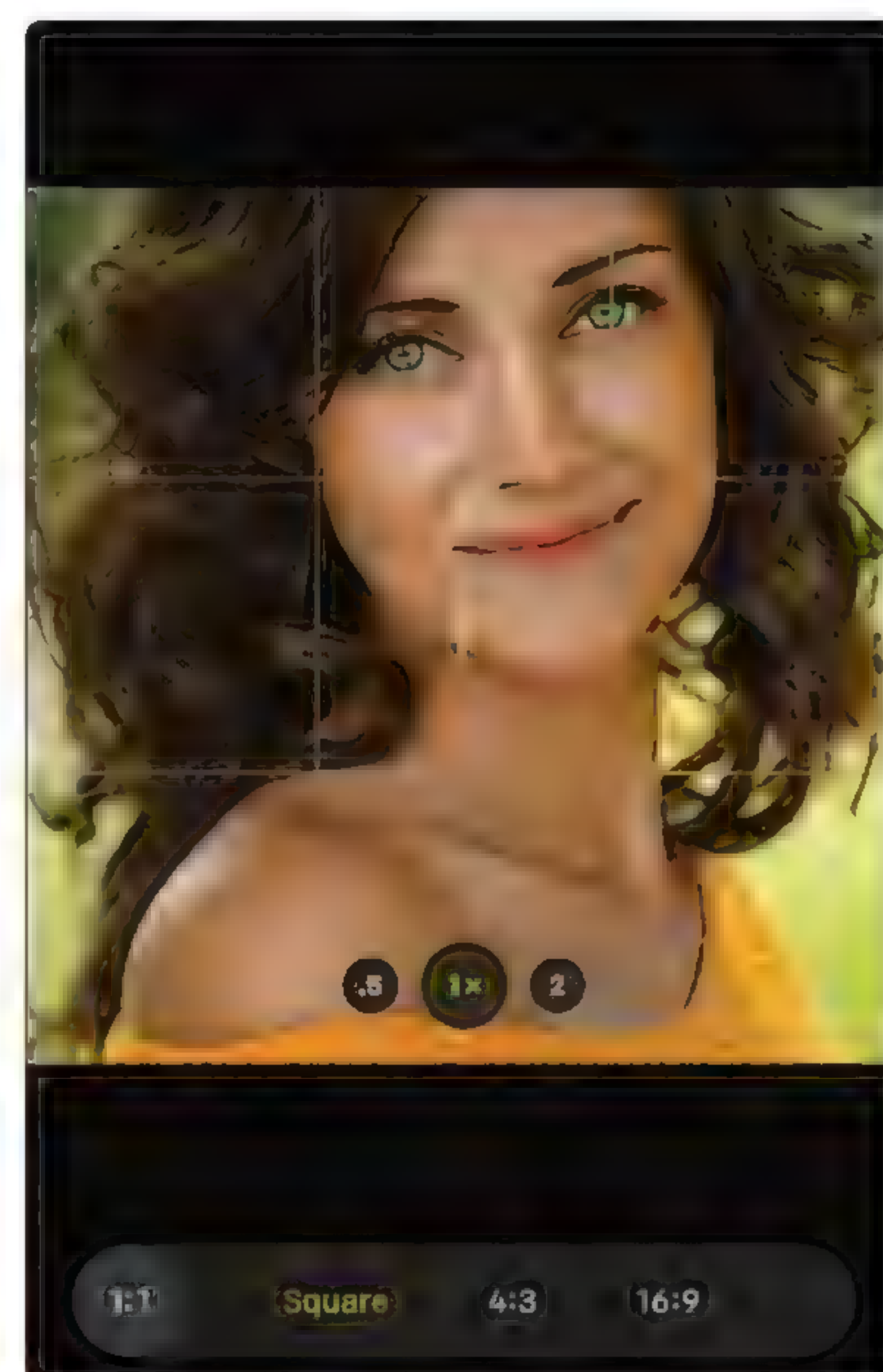
3 To record a video, set the slider to the Video option. Tap the red on-screen button to start recording. While recording, tap the white button (bottom left or right, depending on iPhone) to take a still photo. Tap the red button (now a square) to stop recording.



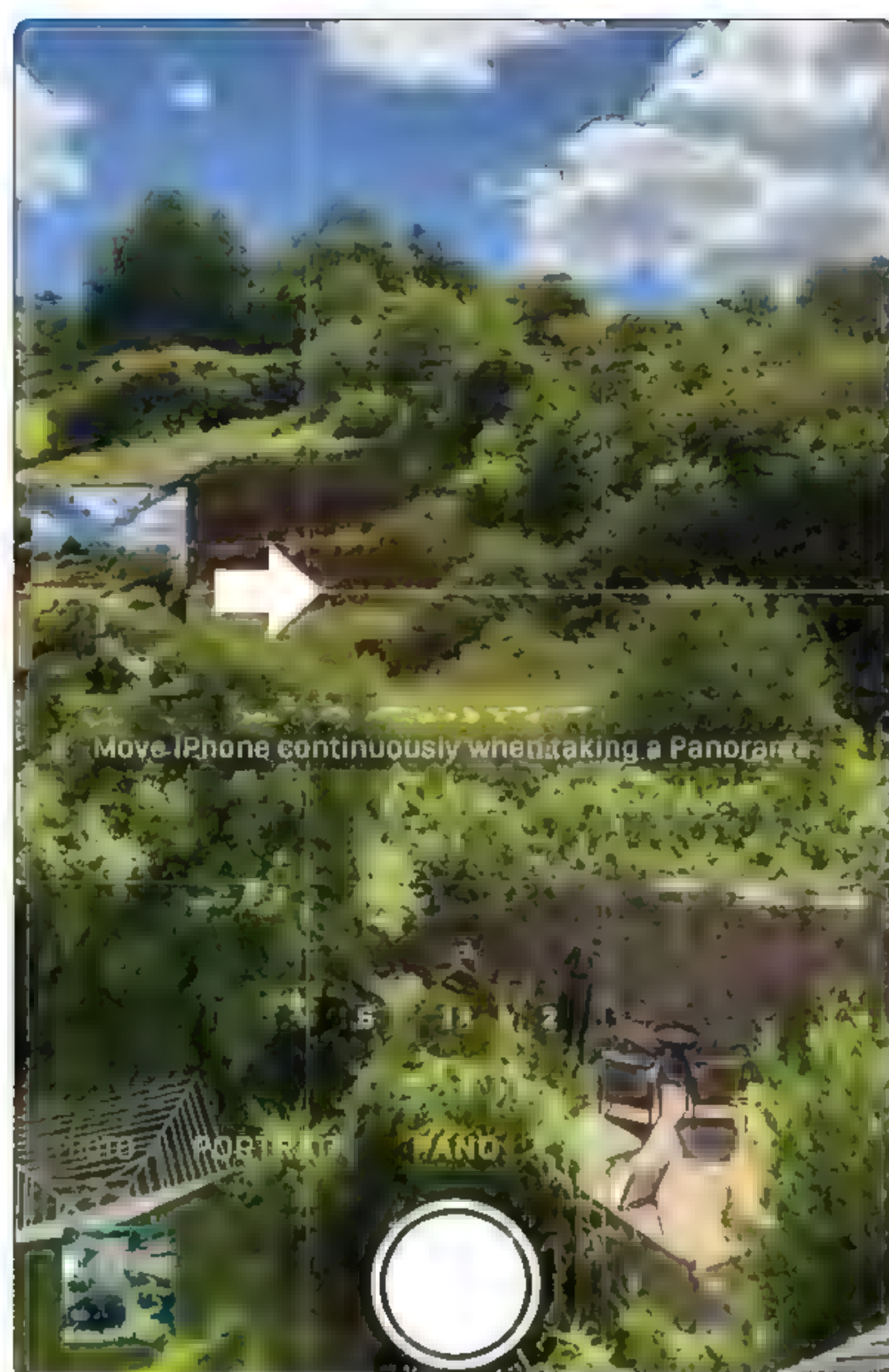
4 You can also shoot video footage in Slo-Mo (slow motion). It's shot in exactly the same way as regular video, as explained in Step 3, but with the Slo-Mo option chosen using the slider, as shown here.



5 The final option available on the slider is the Time-lapse feature. Tap the shutter and you can now take frame-long videos at set time intervals, showing the passing of time. It's great fun to use.



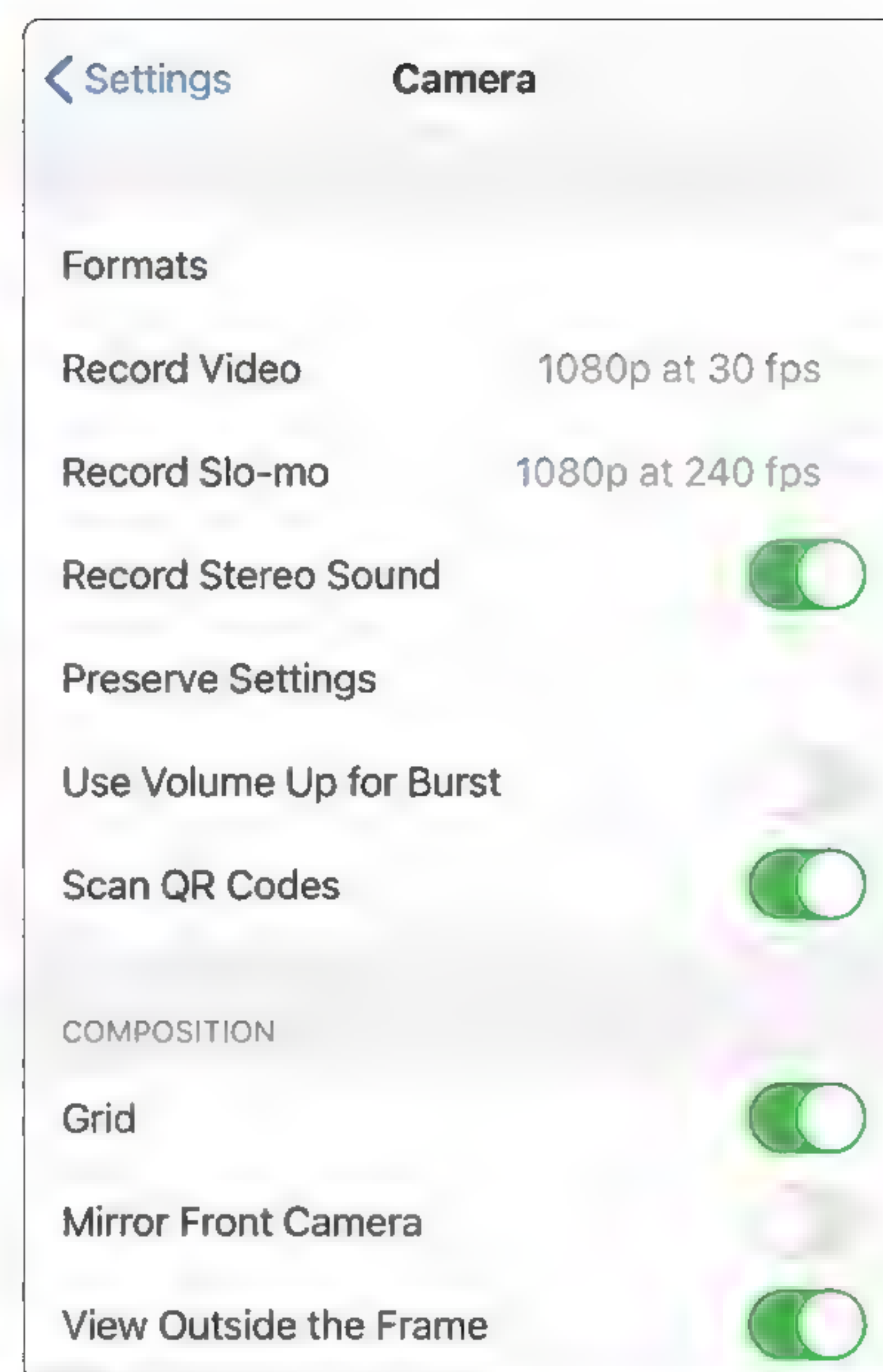
6 Move the slider to the Square option and you can take a square-shaped photo. It's ideally suited for taking a single image that will be used as an ID photo for a passport, driving licence or an avatar for use on the web.



7 The Pano option is for the panoramic camera feature. Tap the shutter and move the iPhone along the on-screen marker, you can take a continuous horizontal image. Tap the arrow to reverse its direction.



8 You can access real-time filters for your photos and videos, giving them various effects. Tap the icon (top right corner) and select a filter. Used correctly, these filters can really add to your digital photography.



9 For additional features, return to the Settings app. From this link select Photos & Camera. You can then access facilities that greatly assist you in your composition, such as an overlay grid and video settings.

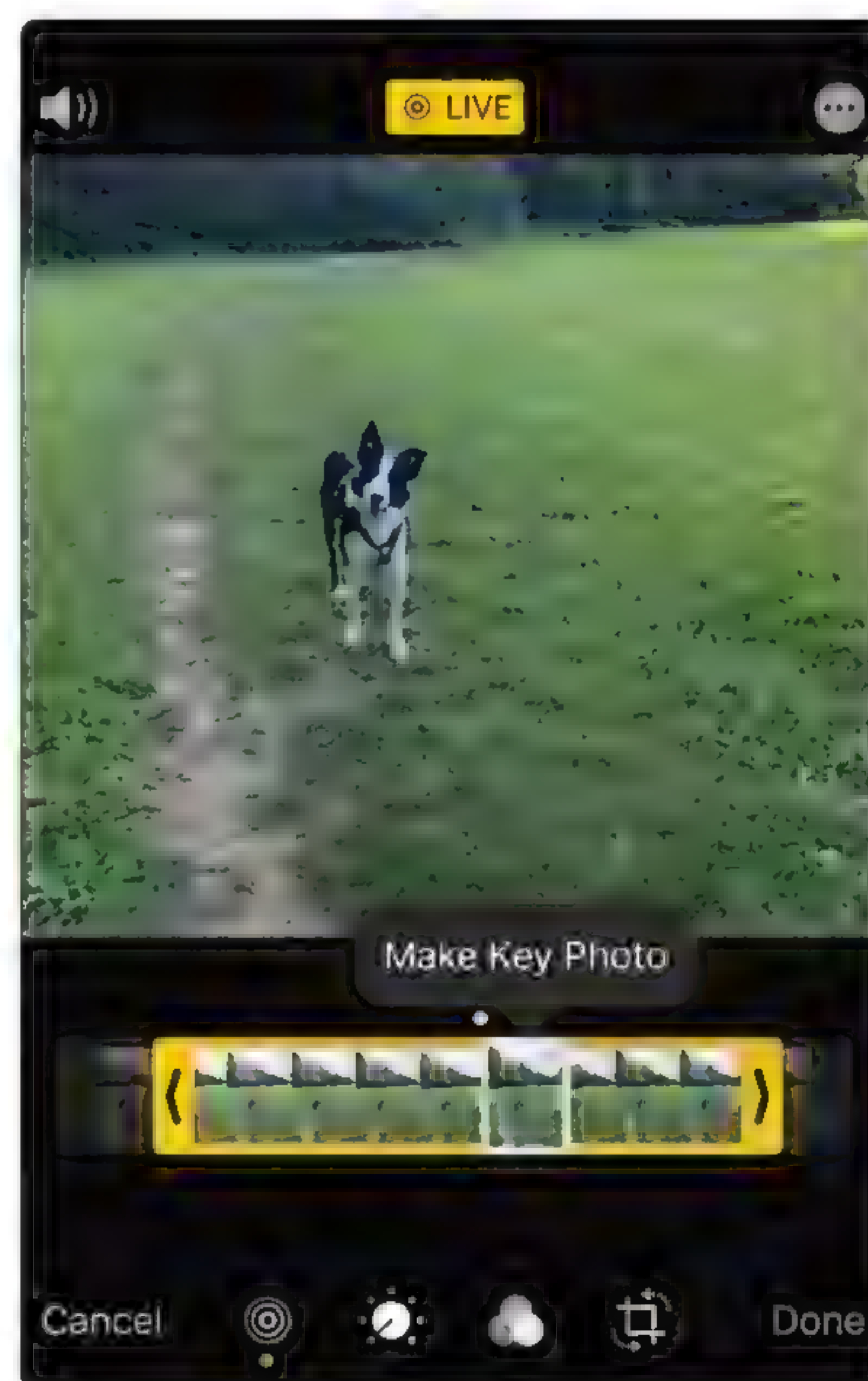
Taking and editing Live Photos



1 Live Photos capture a few seconds of video and sound from before and after the still is taken, for an animated photo. To turn it on and off, turn the slider below the image to Photo, then tap the circles icon in the top bar.



2 You can touch any part of a Live Photo and it comes alive, showing you the few seconds of video captured either side of the still image. It works like this if you use your Live Photo as a Lock screen picture too.



3 To edit a Live Photo, open it in Photos, tap Edit and on newer iPhones, tap the Live Photos icon at the bottom. You can drag in the ends of the slider, cutting off superfluous frames, and tap a frame and set it as the key image.



More Great Camera Features

Reading QR codes

You can read a QR code with the Camera app. A QR code is a machine-readable pattern made up of black and white squares that typically opens a URL. To scan one, hover the camera over the code. There's no need to press the Shutter button. In the latest versions of the Camera app, Apple has added a frame around the code, making it easier to scan. When you get a notification, tap it to activate the QR code.



Manual focus

While taking a photo, tap the screen. The yellow box that appears is the focal point of the picture, where the iPhone focuses when you press the Shutter button. If you want to move the yellow box and focus on another part of the photo, simply tap that area of the screen. The box moves to this section, making it the new focal point. With the focus box on the screen, you can also alter the brightness of the photo by dragging a finger up to increase the exposure or down to decrease it.



Optical zoom

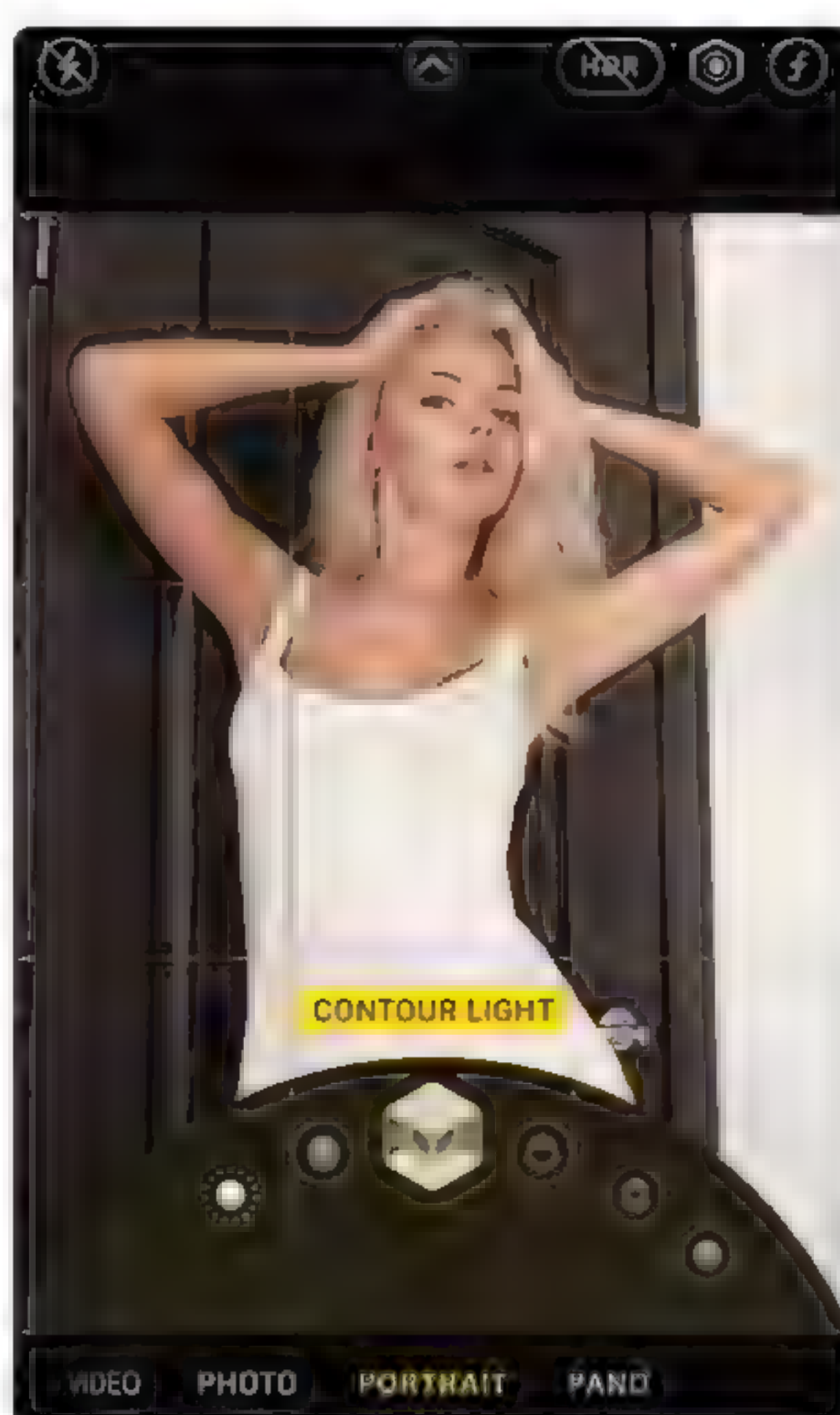
The optical zoom works on any iPhone with at least two cameras on the rear. When lining up your photo, there's an icon at the foot of the viewer which lets you choose between '1x', '2x' and in some cases, '0.5x'. The '1x' setting is normal size, with no zoom. '2x' is twice as close, using an optical zoom; there's no loss of quality. Tap this icon and a wheel appears, allowing you to zoom in up to 10x, but anything over 2x is digital zoom, that is, the pixels are blown up with an inevitable loss of quality. If you have a '0.5x' setting, that's a wide-angled lens that makes things look further away.



Portrait Lighting #1

Set the slider to Portrait, and choose from Natural Light, Studio Light, Contour Light, Stage Light, Stage Light Mono or High Key Light Mono on the wheel that appears. These settings recreate the sort of lighting setup a professional studio photographer might use. When you turn the wheel, the lighting is applied in real-time, so you can see immediately what affect the changes have on your portrait. Find one you like or if you don't want to apply Portrait Lighting yet, choose Natural Light. Now shoot the picture in the usual way. Note, you can't hold the button for multiple pics in Burst Mode whilst taking a Portrait Lighting shot.

You can apply lighting effects to your picture after it's been taken, as long as it was taken in the Portrait option. Open the picture in Photos and tap Edit. Tap the icon at the foot of the photo and choose an option from the lighting wheel.



Portrait Lighting #2

The Portrait Lighting modes allow you to adjust the intensity of a Portrait Lighting effect. Choose a Portrait mode and drag your finger up and down the screen. High intensity shots smooth out the skin and sharpen the details, while low intensities are subtler. Look out to for High-Key Mono, a new Portrait Lighting effect found on the far right of the effects wheel. This gives a very striking black and white image, overlaid on a plain white background. The look is sophisticated; just the thing for arty photos.



Something else to play with when using Portrait Lighting is focal range. Tap the 'f' in a circle in the top-right corner, and you can use the slider that appears to change the amount of the picture that's in focus. You can, for example, have the subject of your picture sharply in focus and the background blurred, for some great effects.

Essential iPhone Camera Features

The very latest iPhones, from the iPhone 11 onwards, have a wealth of extra features for mobile photographers. Let's take a look at them.



The latest high-end iPhones have excellent cameras, and a revised interface for the Camera app to help you make the most of them. The Zoom function is implemented a little differently; there's a QuickTake feature to let you quickly film a video without changing modes and the Burst Mode needs a new

gesture too. There are extra controls, including the famous Night Mode, and you can take a wider image using Capture Outside the Frame. While most of the Camera app is just like it is on other iPhones running iOS 13 or later, these are the new features and interface changes and how to use them.

Those Cameras in Focus

12MP Wide Camera
26 mm f/1.8
Six-element lens
Optical image stabilisation
100% Focus Pixels

12MP Ultra Wide Camera
13mm f/2.4
Five-element lens
120° field of view

12MP Telephoto Camera
52mm focal length
Larger f/2.0
Six-element lens
Optical image stabilisation
Focus Pixels



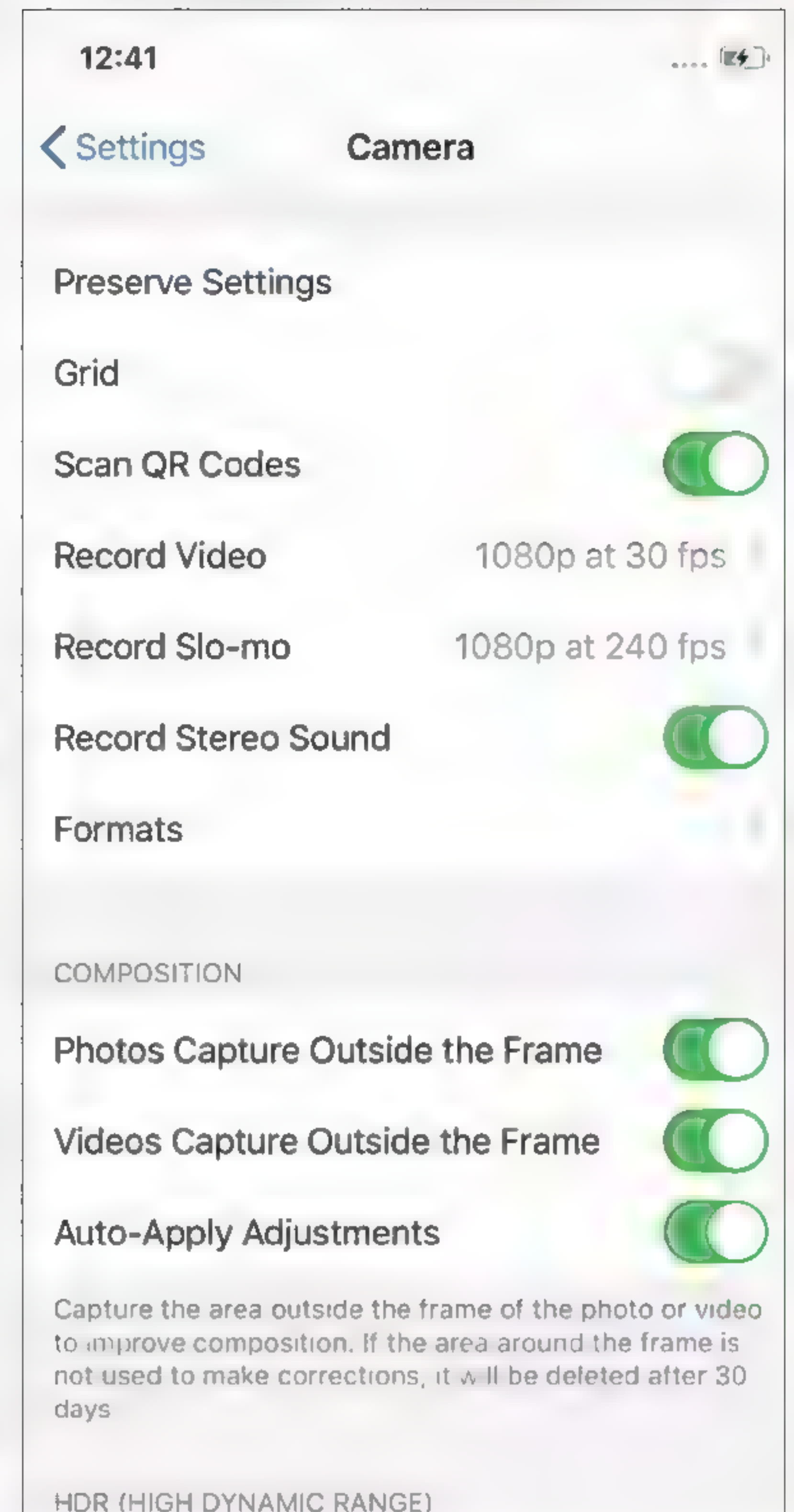
Capture Outside the Frame

Recent high-end iPhones offer a wider angle than previous iPhones, for both still photos and video footage. The option is turned on and off in Settings > Camera. In the Composition section, there are three options; turn on the feature for photos, for videos and auto-apply. Turn them all on if you wish to use the Capture Outside the Frame feature. Then, when you take a photo, you can edit it using the Photos app's Crop tool (see the Photos tutorial) to include areas outside the original photo.

If you don't edit the photo in this way, the additional information captured is automatically deleted after 30 days.



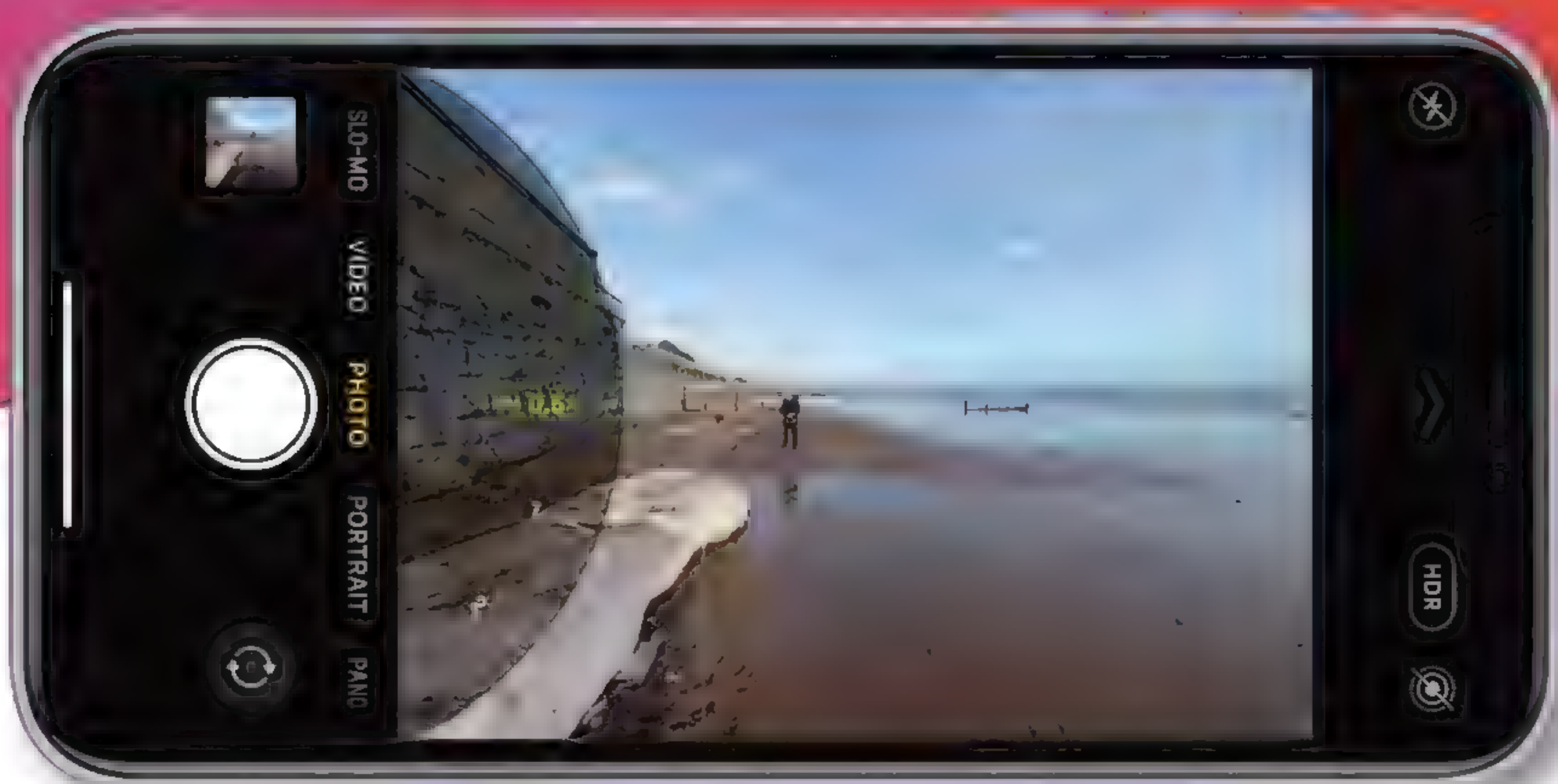
With the Capture Outside the Frame enabled, the camera captures a wider area than is seen in the original photo. You can then customise the cropping in the Photos app.



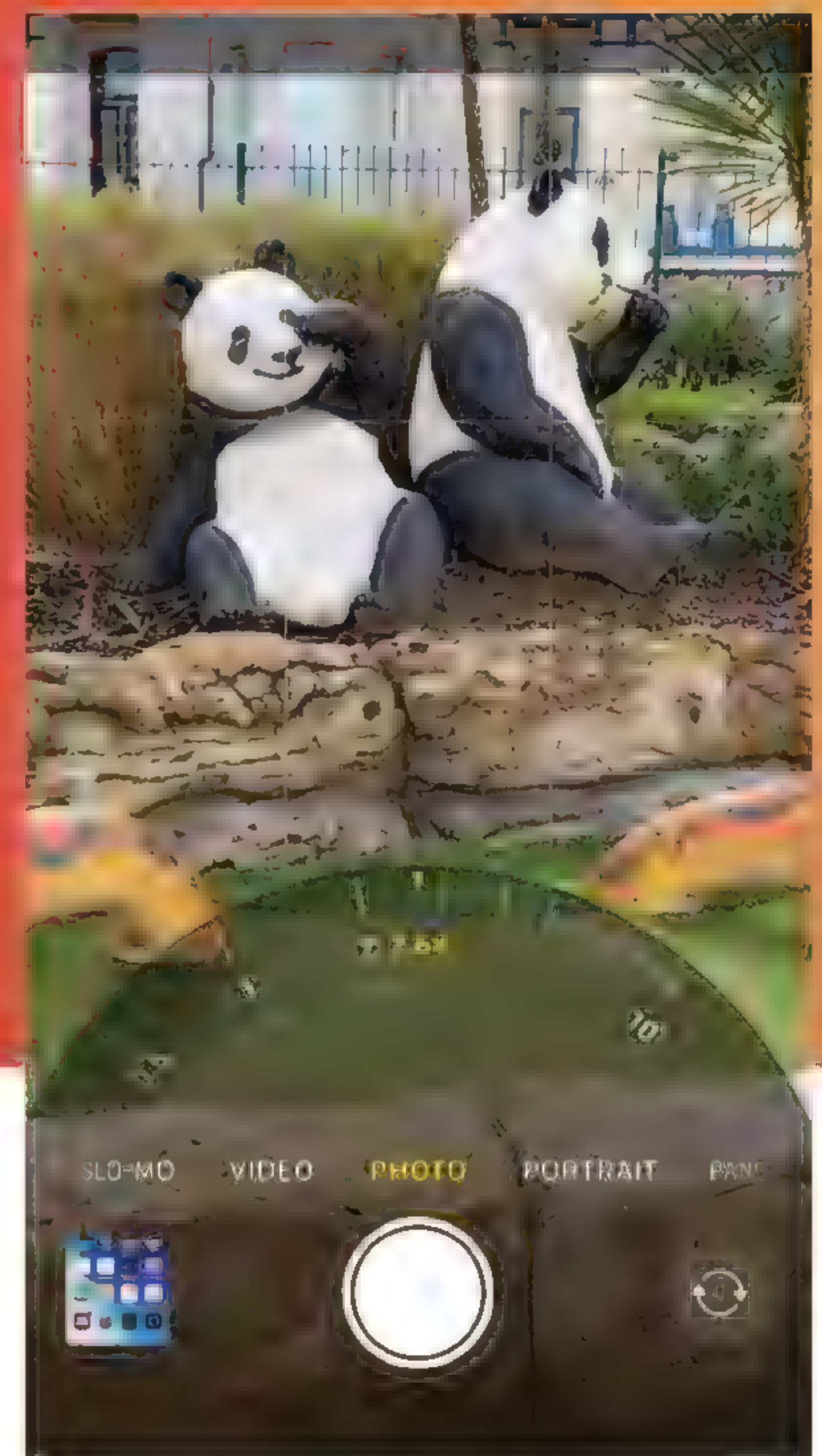
There are three settings' options for the Capture Outside the Frame feature.

Wide Angle and Zoom

Open the Camera app, and at the foot or side of the viewfinder (depending on how you're holding your phone), you'll find zoom controls. On the iPhone 11, there are two buttons: 0.5x and 1x. The iPhone 11 Pro and Pro Max add a third button: 2x. Tap '0.5x' for wide-angled photography. Tap '2x' for 2x zoom photos. Tap and hold any of these buttons for a control wheel, which you can drag to set the camera at anything from 0.5x to 10x zoom. Note that zooms over 2x are digital, meaning they work by enlarging a portion of the photo rather than magnifying the subject, therefore the quality might be reduced.



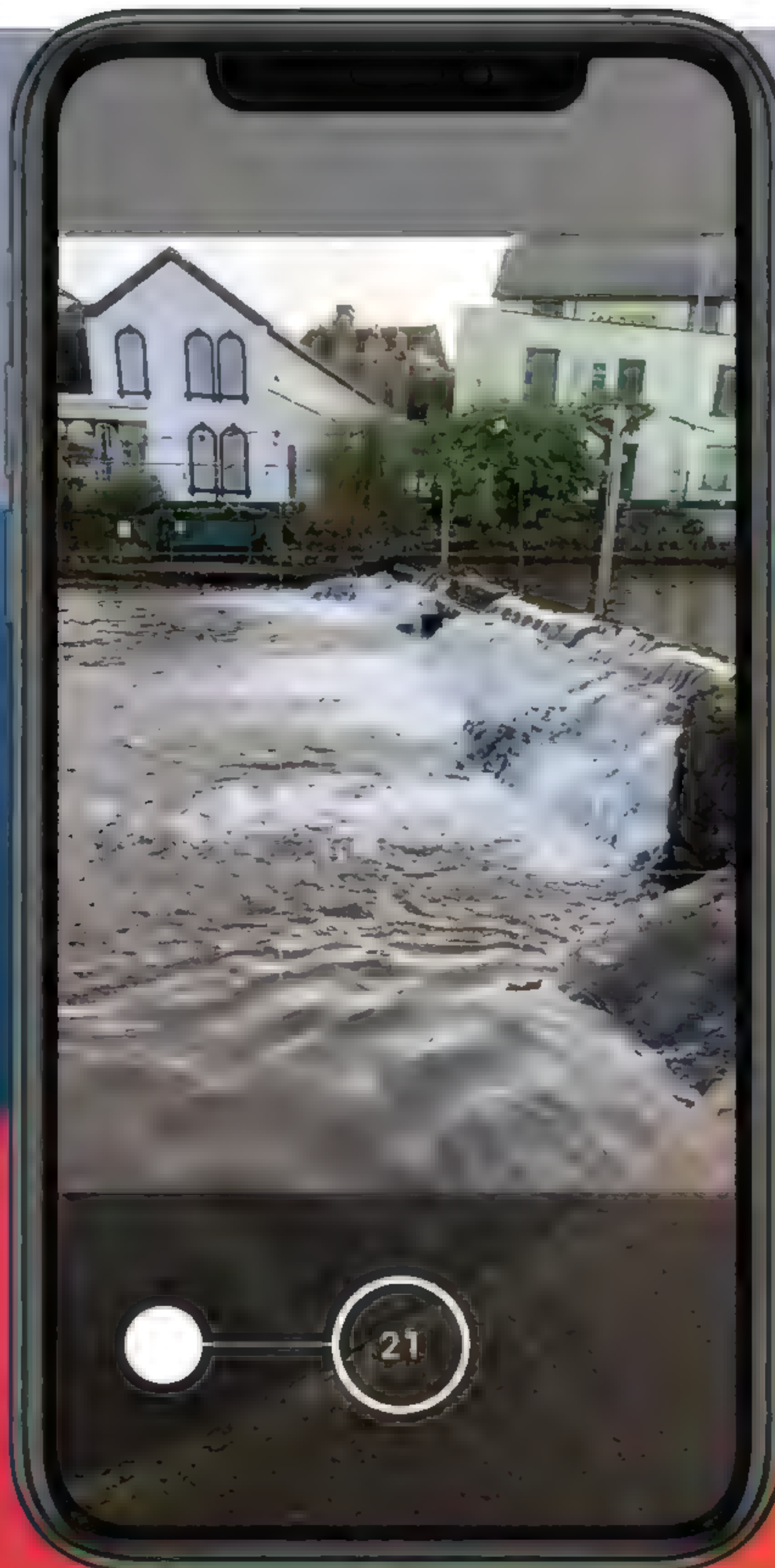
For a wide-angled shot, choose a number lower than '1' on the zoom wheel as shown.



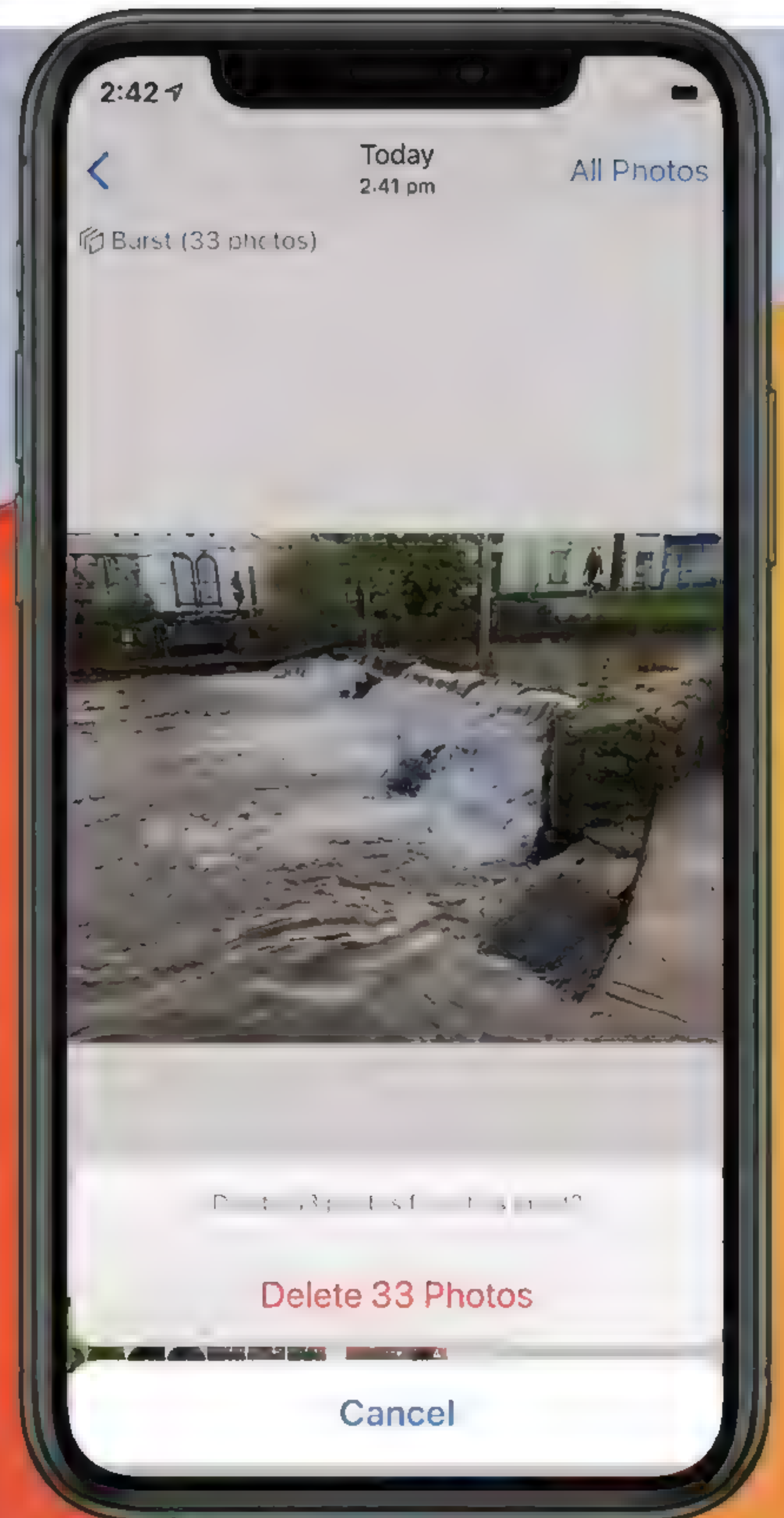
Choose a zoom of up to 2x optical, or 10x digital using the zoom wheel.

Burst Photos

There's a different way of taking burst photos, that is, a series of pictures, one after another. Instead of simply holding down the Shutter button, as was the case for older iPhones, you now tap the Shutter button and drag your finger left (portrait mode) or up (landscape mode) towards the thumbnail of the previous picture you took. The iPhone takes photos in rapid succession, with the number of photos taken shown in a circle where the Shutter button was. Lift your finger to stop taking pictures. If you decide to delete one, you're asked whether you want to erase just the one photo or the entire burst.



A 'burst' of photos is a series of snaps taken one after the other, in quick succession.



You can delete an entire burst of pictures at once; tap the thumbnail for the option.

QuickTake Videos

To take a QuickTake video, simply hold the Shutter button (or the physical Volume control button if you prefer) and you'll start to record a video, even if you're in photo mode. The Shutter button turns red and your video is recorded. To stop recording, lift your finger. To continue recording without holding your finger on the screen, slide it towards the Lock icon to the right (in portrait mode) or bottom (in landscape mode) and release. You then stop recording by tapping the Shutter button again. This feature is now available on the iPhone XR, Xs and later.



Recent high-end iPhones offer an easy way of taking videos without changing your camera settings. It's great for when you want to take a video quickly.





Panoramic Photos

On the most recent Pro and Pro Max iPhones, when you're taking a panoramic photo, you can choose which lens to use. Just set the control wheel to Pano as usual, then tap '.5' for a wide-angled lens, '1' for the regular lens or '2' for the zoom lens.



You can use the wide-angle or the zoom when taking panoramic photos with an 11-series iPhone, for some great multi-photo effects.

Night Mode

Night Mode is a great feature for taking pictures in low light conditions. If you're taking a photo in the dark, and the iPhone's camera decides your picture needs a longer exposure than usual, a moon icon appears in the top left corner of the screen. Tap it to activate Night Mode. If it's really dark, it might activate automatically.

When enabled, the Night Mode icon acquires a yellow background and the exposure time is shown. You can increase or decrease this exposure time by dragging the slider under the picture, from 'Off' to a maximum time (in seconds) determined by how dark it is. When you're ready, tap the Shutter button to take your photo, but keep the iPhone steady, as longer exposures can cause blur if you're not careful.



Slofies: Slow-Motion Selfies

The latest high-end iPhones, you can take selfie videos in slow motion (known as 'slofies') using the phone's forward-facing 12MP TrueDepth camera. Simply tap the twin-arrows icon to switch from the rear-facing to the front-facing camera, and use the selection wheel to select Slo-mo, an option not previously available when using the front camera. The slofie video is recorded at 120 frames per second and is automatically in wide-angle, so you can capture far more of what's around you.



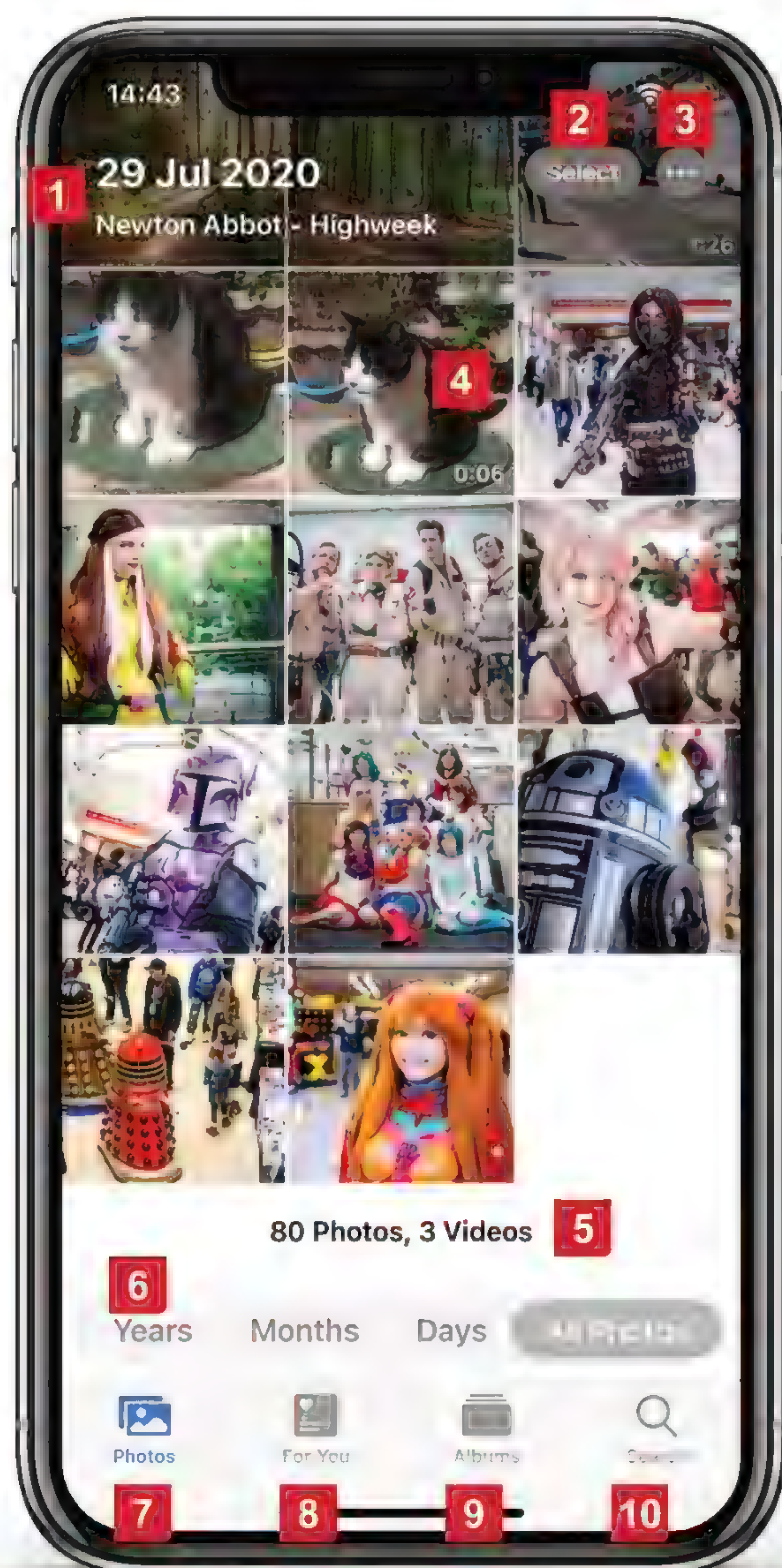


Photos App

Manage Your Snaps

The Photos app is more than just a photo manager. It's also a very powerful image editor, where you can colour correct, enhance, crop and generally improve your snaps. Here we take you through its various tools.

Photos in Focus



1 This is the name of the Photos album you have open (or in this case, where the pics were taken, as we're looking at all the photos and not a single album), and the dates between which the photos contained in that album were all taken.

2 Tap here to select photos. You can pick out as many as you like, and dragging your finger will select multiple photos more easily.

3 Tap the three-dots icon for a pop-up that lets you zoom in and out, set the thumbnails, filter pictures, show them on a map and more.

4 These are your pictures. Tap the Select link, then tap photos to select and unselect them. Tap and hold a picture for a pop-up that lets you Copy, Select, Share or Favourite it.

5 The total number of photos and videos you have in your Photos app.

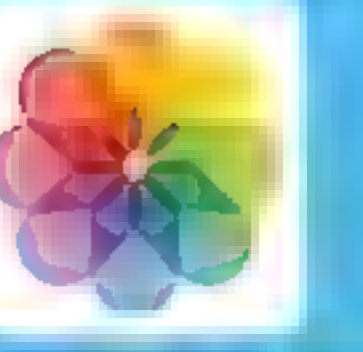
6 View your photos according to the year, month, or day they were taken, or look at all your photos.

7 Tap the Photos icon in the bar at the foot of the screen for the page shown here, which displays all the pictures and videos in your Photos app as thumbnails.

8 The For You icon takes you to a screen offering a selection of pics as Featured Photos, a summary of pictures you've shared (Shared Album Activity), and suggestions on photos you should share.

9 This gives access to your photo albums, including ones you've created yourself and standard albums, such as People, which groups photos according to the folks in them and Places, showing where the pics were taken. Scroll to the foot of the screen for smart albums showing media according to type, Imports, Hidden photos, Recently Deleted and more.

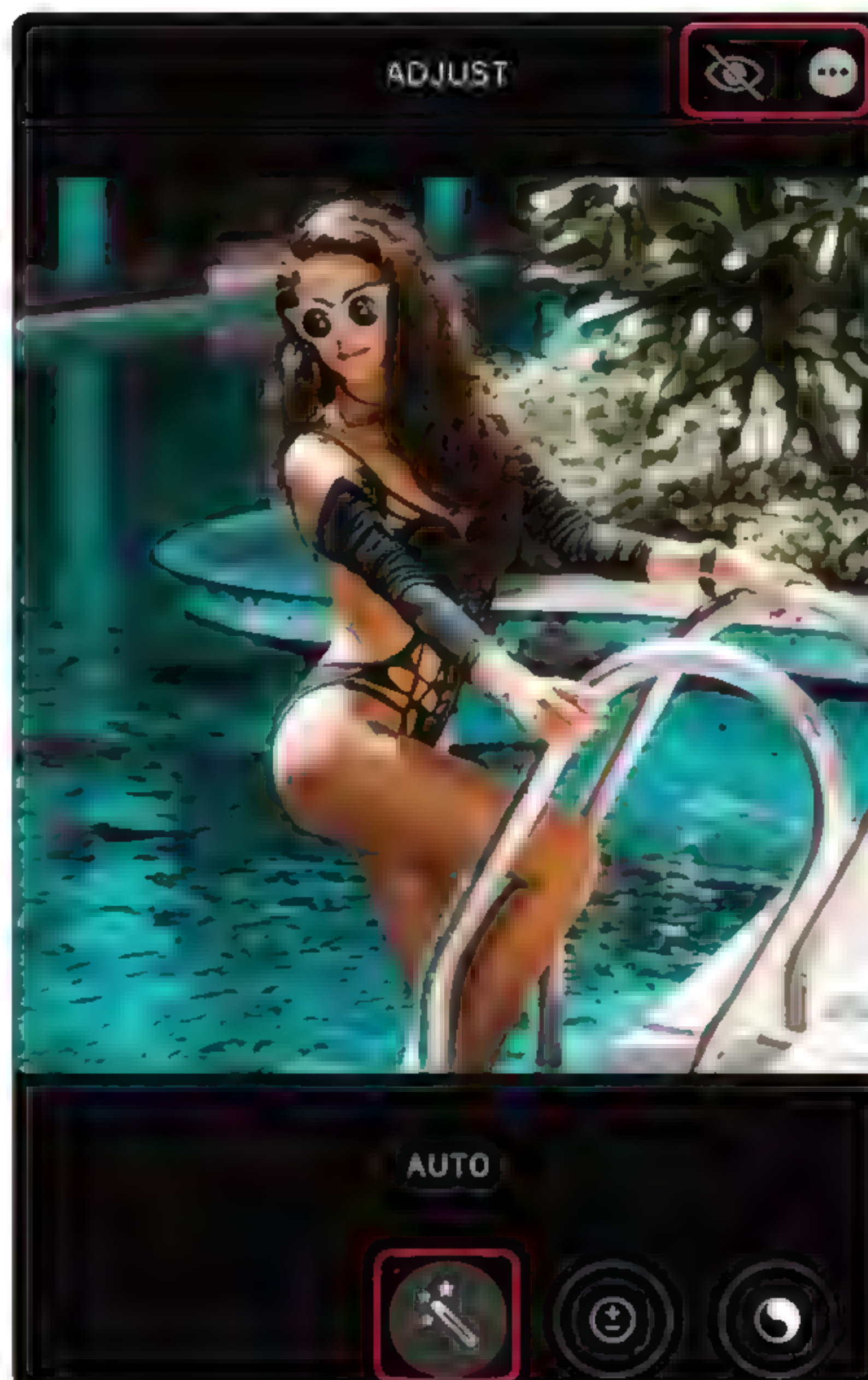
10 Searching has been greatly improved in the newer releases of Photos, with multiple search terms catered for. You can search for items and themes such as 'Christmas' and 'cat' and find photos containing those objects or items.



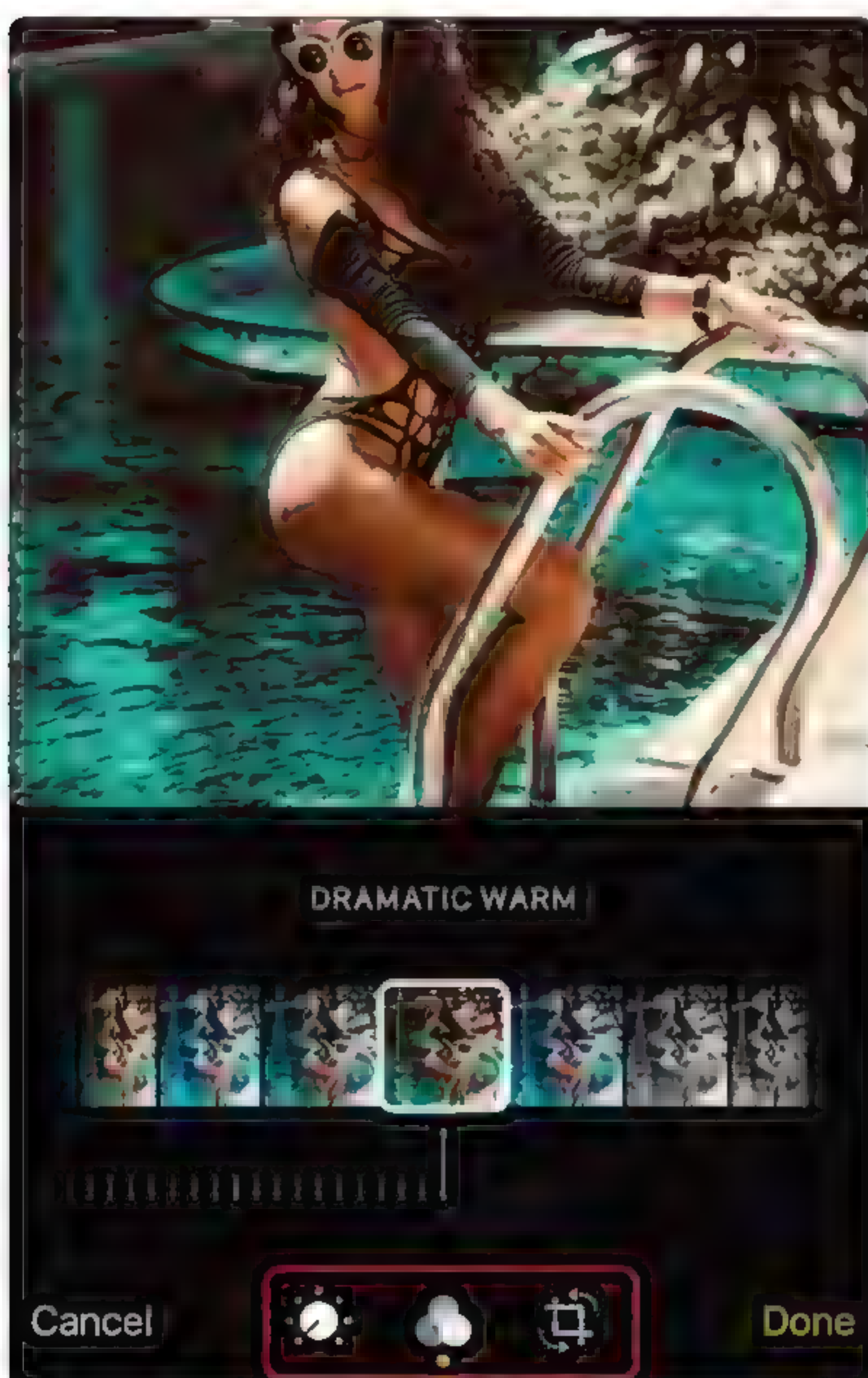
Editing techniques made easy



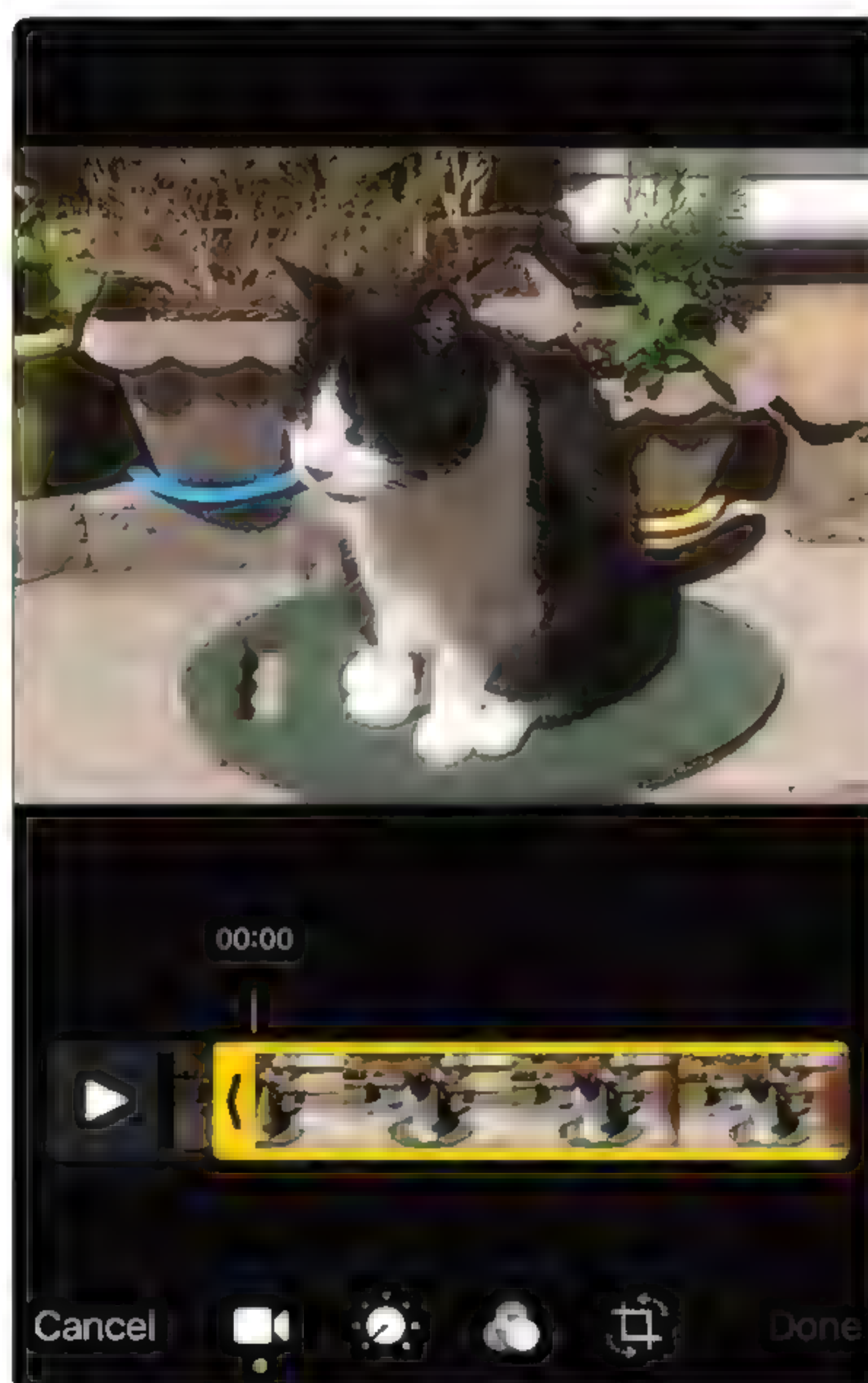
1 Open a photo. To bring up the key editing tools, tap Edit (top right). If the image can't be edited for any reason, you can duplicate it and edit the copy, as shown here. Tap the 'Duplicate and Edit' link to proceed.



2 Tap the wand to automatically freshen up your shot, using the Photos app's editing algorithms. The crossed-out eye in the top-right is for getting rid of red-eye. The three-dots icon next to it lets you use Markup.

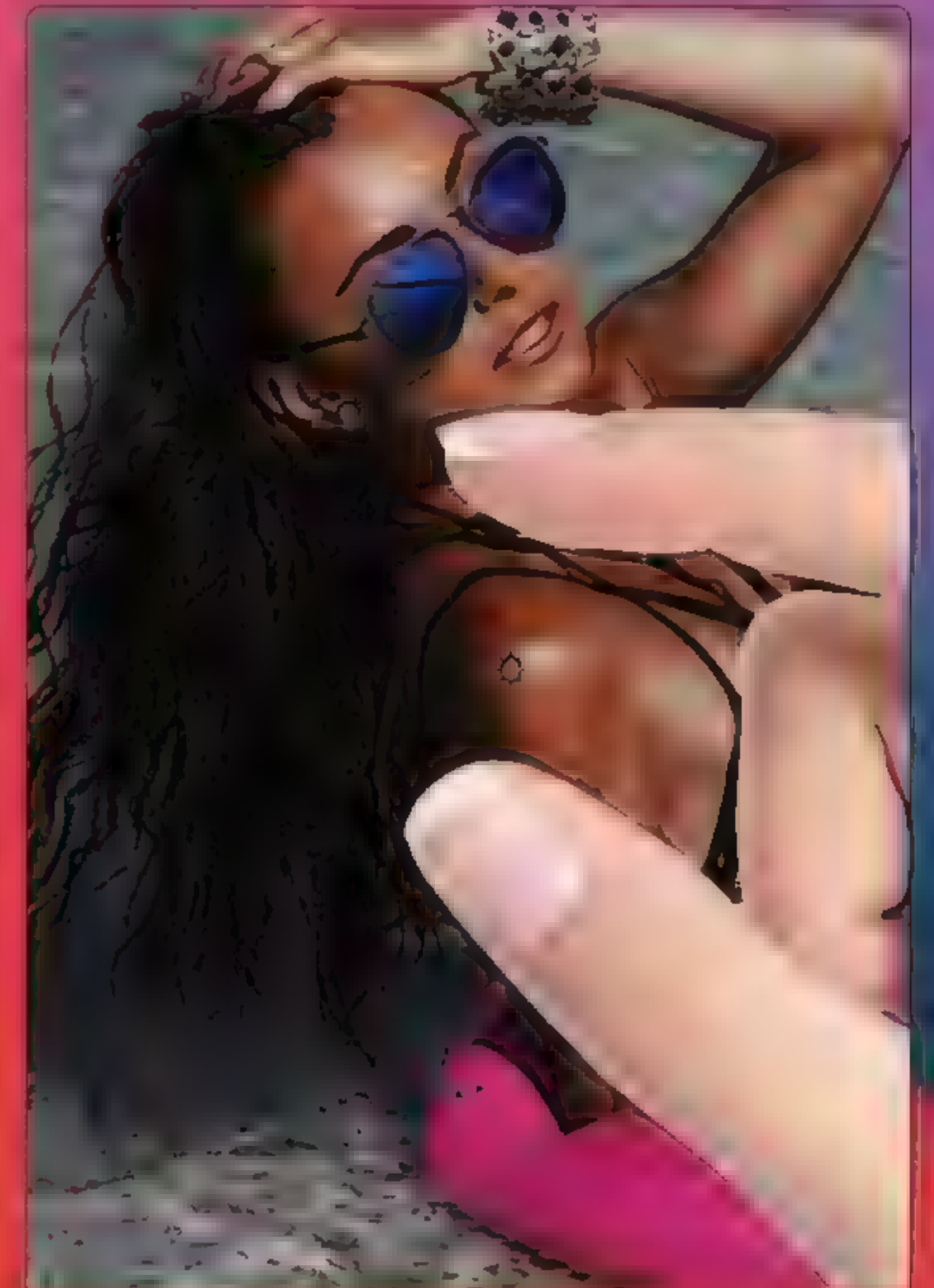


3 The various tools available let you set the brightness, contrast and saturation of the photo, crop or rotate it, set a filter to give it a whole new look and more. Experiment with them and you'll soon master the editing tools.



3 You can use the Photo app's editing tools on videos taken on your iPhone, as well as photos. You can also trim the start and end of the footage; tap and drag the handles at the start and/or end of the video.

General tips for the Photos app

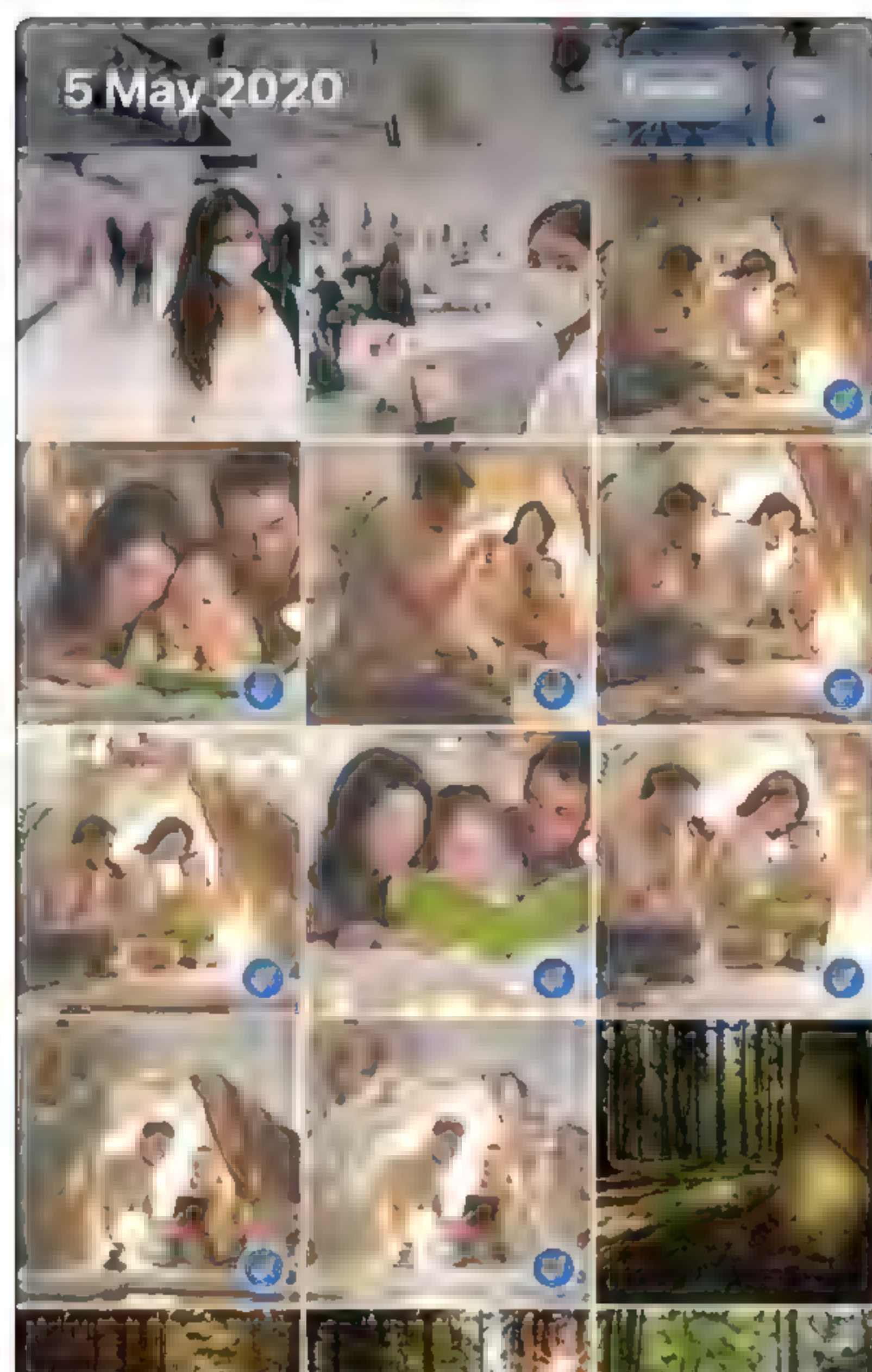


Open a photo by tapping it. Zoom in and out using the pinch and slide gestures. Drag a zoomed picture to move it around. Swipe through your photos by dragging the open image left or right to move to the next one.

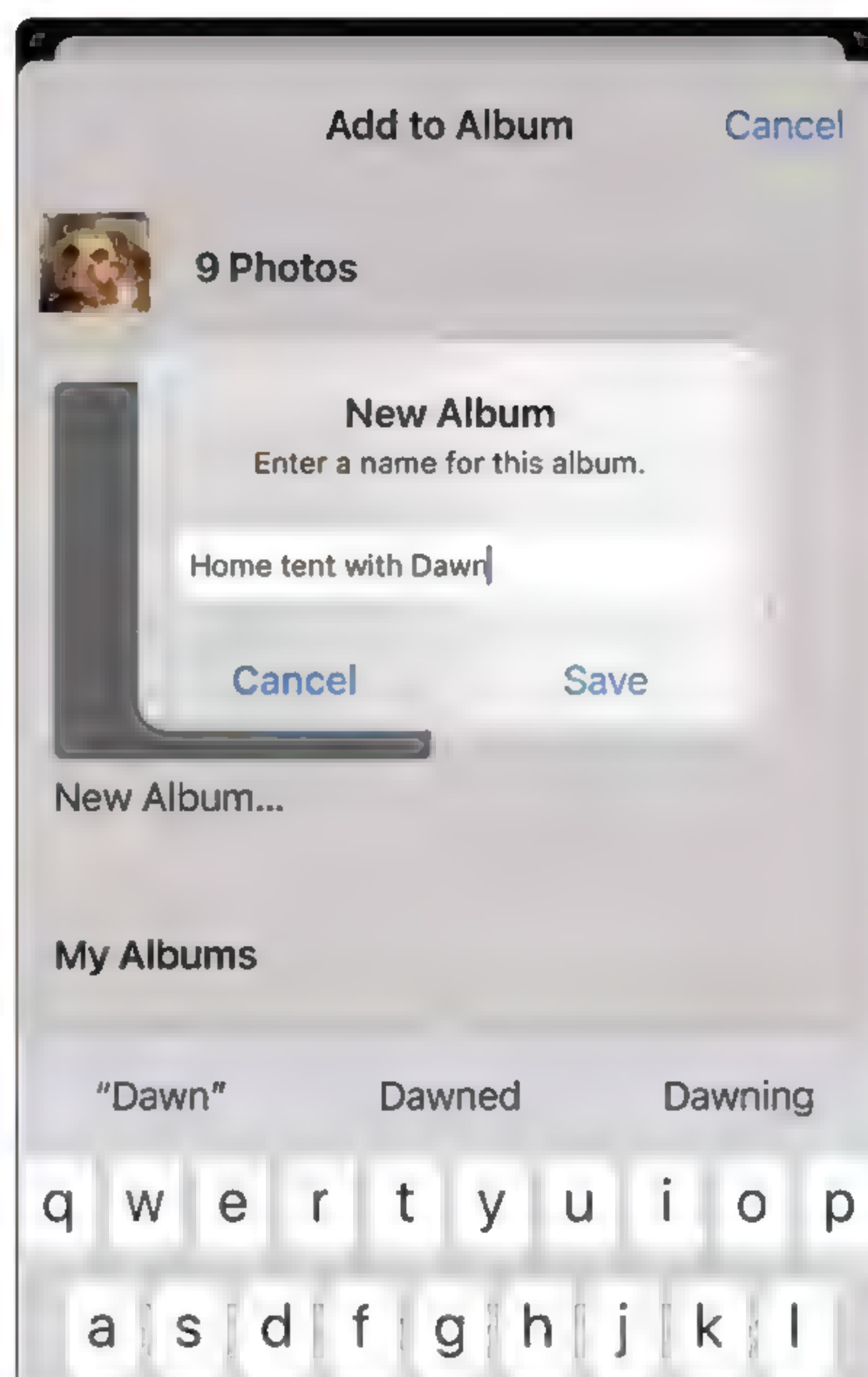


When you're done editing a photo, you can tap the 'Done' button at the bottom right. If you want to keep a copy of the original photo, you can tap the 'Keep Original' button at the bottom left. If you want to delete the original photo, you can tap the 'Delete Original' button at the bottom right.

Creating new albums



1 To create a new photo album, on the main Photos page, tap Select (top right). Select the images you want to add to the new album by tapping individually or dragging your finger over them.

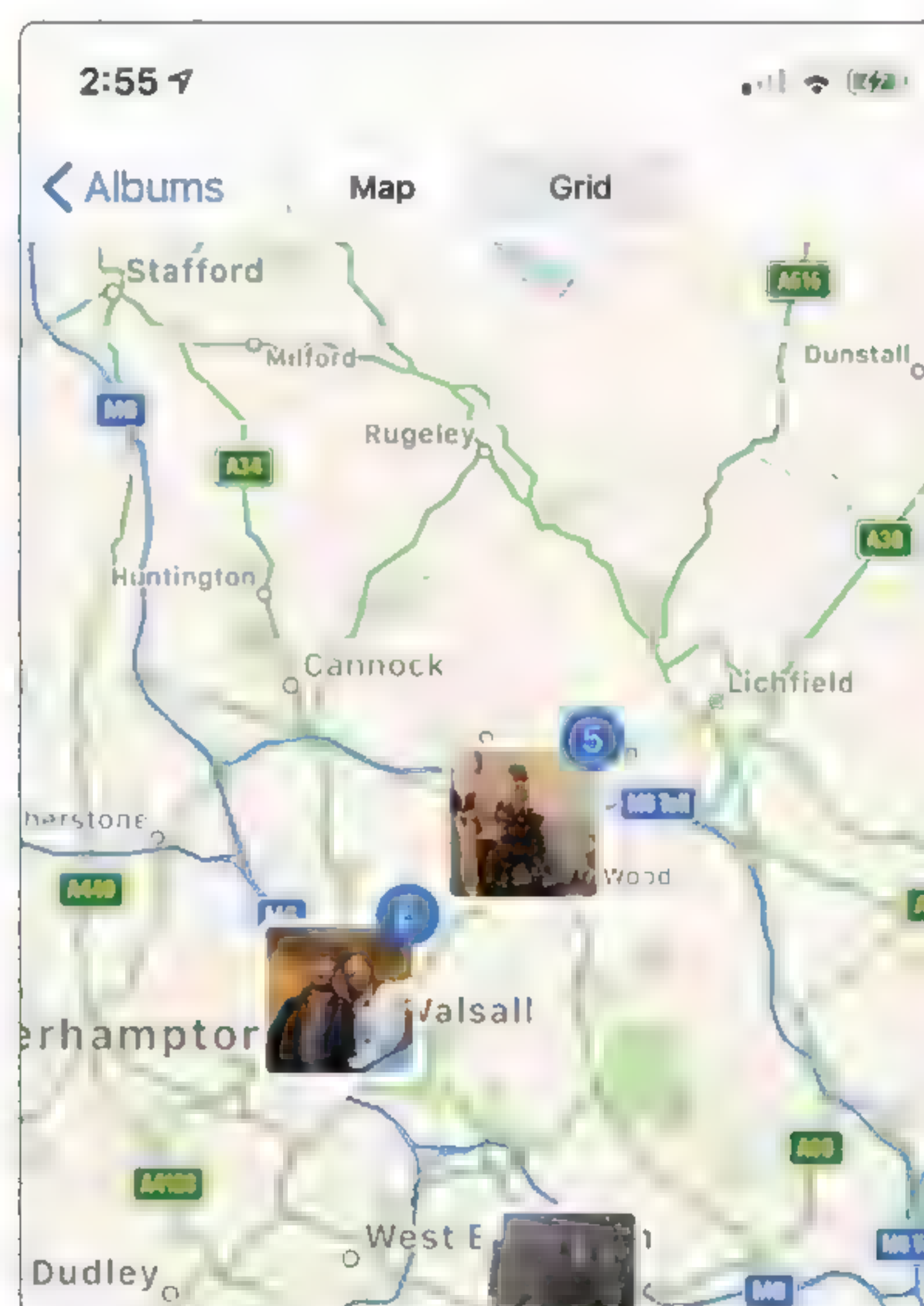


2 Tap the Share icon, then select Add to Album or Add to Shared Album. You can then add them to an existing album, if you have any made or make a new one, give it a name and then save it.

Record your location



1 In Settings Privacy > Location Services turn Location Services on. Take a picture in the Camera app and you're asked to allow it to use your location. Tap Allow and the location in which it was taken is recorded.



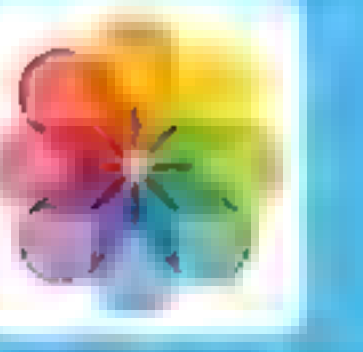
2 Close the Camera app, open the Photos app and tap Albums at the bottom of the screen; then tap Places. You're shown all the locations where you have taken photos. Tap each location to see the images you have taken there.

iCloud photos.

You can upload photo albums to your iCloud online storage space and invite others to take a look at them. Just the thing if you're on vacation and you want to share your snaps with friends and family.



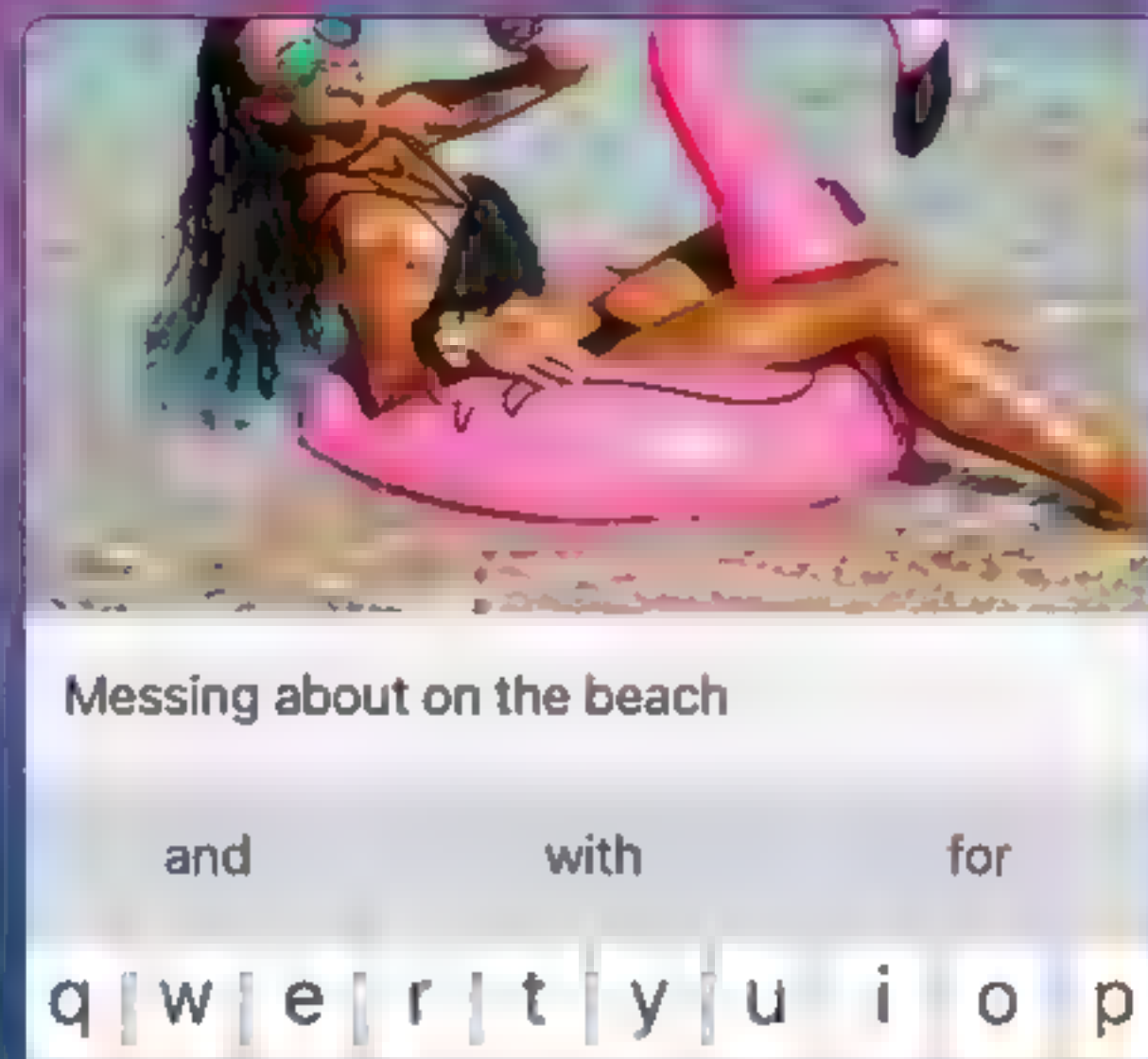
- iCloud Photos feature must be turned on before you can use it, so go to Settings > [your name] > iCloud > Photos and make sure iCloud Photo Sharing is on. You don't need to have Photo Stream on.
- Open the Photos app and navigate to the photo thumbnails. Tap Select and tick the images you wish to share. When all your images are ticked, tap the Sharing icon in the bottom left corner.
- Tap Add to Shared Album for a pop-up. Tap Shared Album at the foot of the pop-up to choose whether to add it to an existing album or start a new one. If you choose the latter, give the album a name.
- If you're starting a new shared album, you're then invited to add people with whom you want to share it. If they're in your Contacts, just type their names. Completion suggestions are offered; tap one to choose it.
- Tap Next and you can comment on your new shared album if you wish. When you're done, tap Post in the top right of the window. An alert is sent to those you've invited to see it; they can accept or decline as they please.
- To make changes to that album, in Photos, tap the Albums icon then find the album in question under Shared Albums. You can manage your photos here or tap the silhouette icon in the top-right to change its settings and/or invite more people.



New features for iOS 14

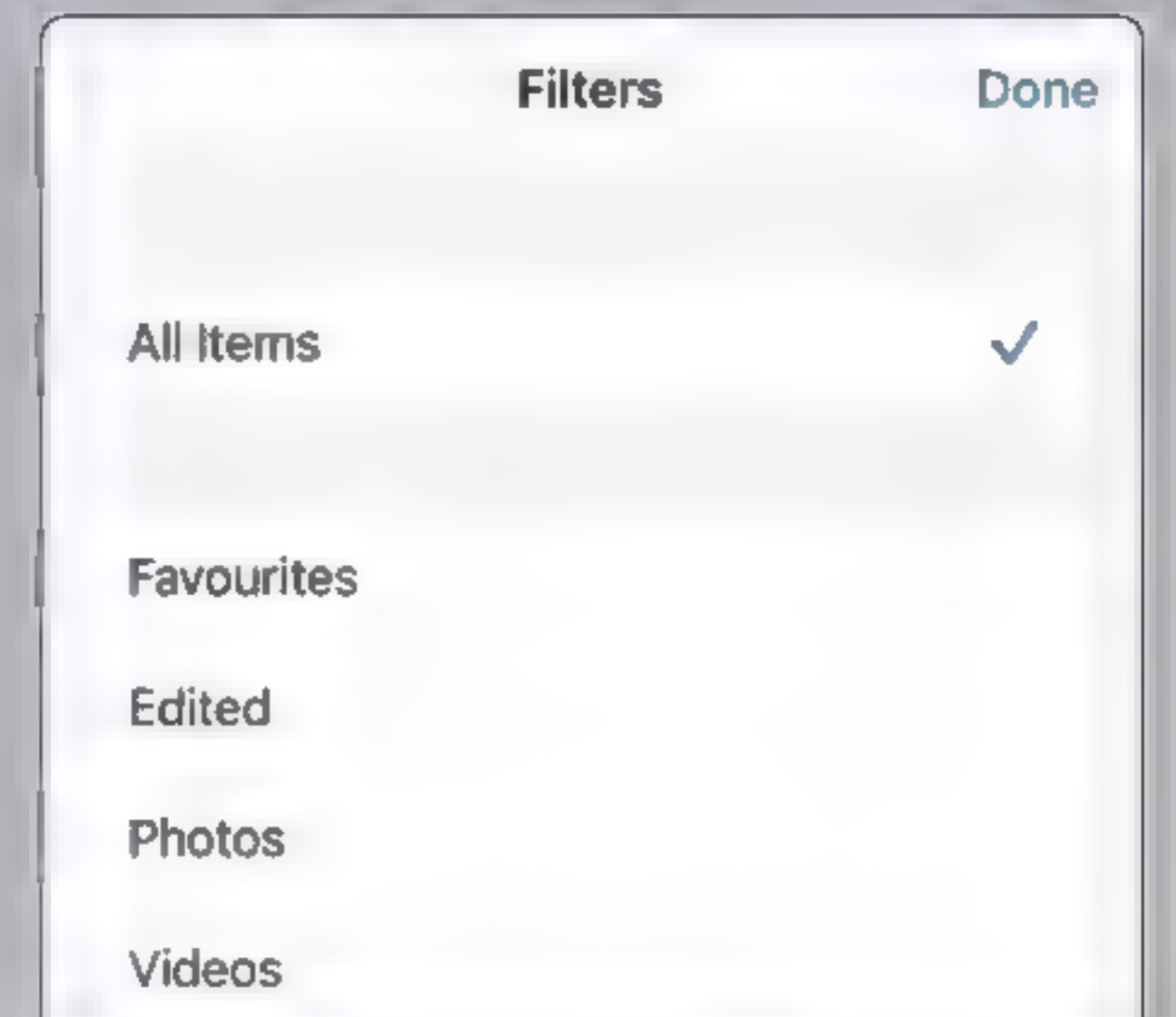
Add captions.

You can now add a caption to a photo. Open it and swipe up to reveal the caption field, where you can type whatever you like. It's a great way of reminding yourself who or what's in the picture, what you were up to when you took it and other such comments and ideas.



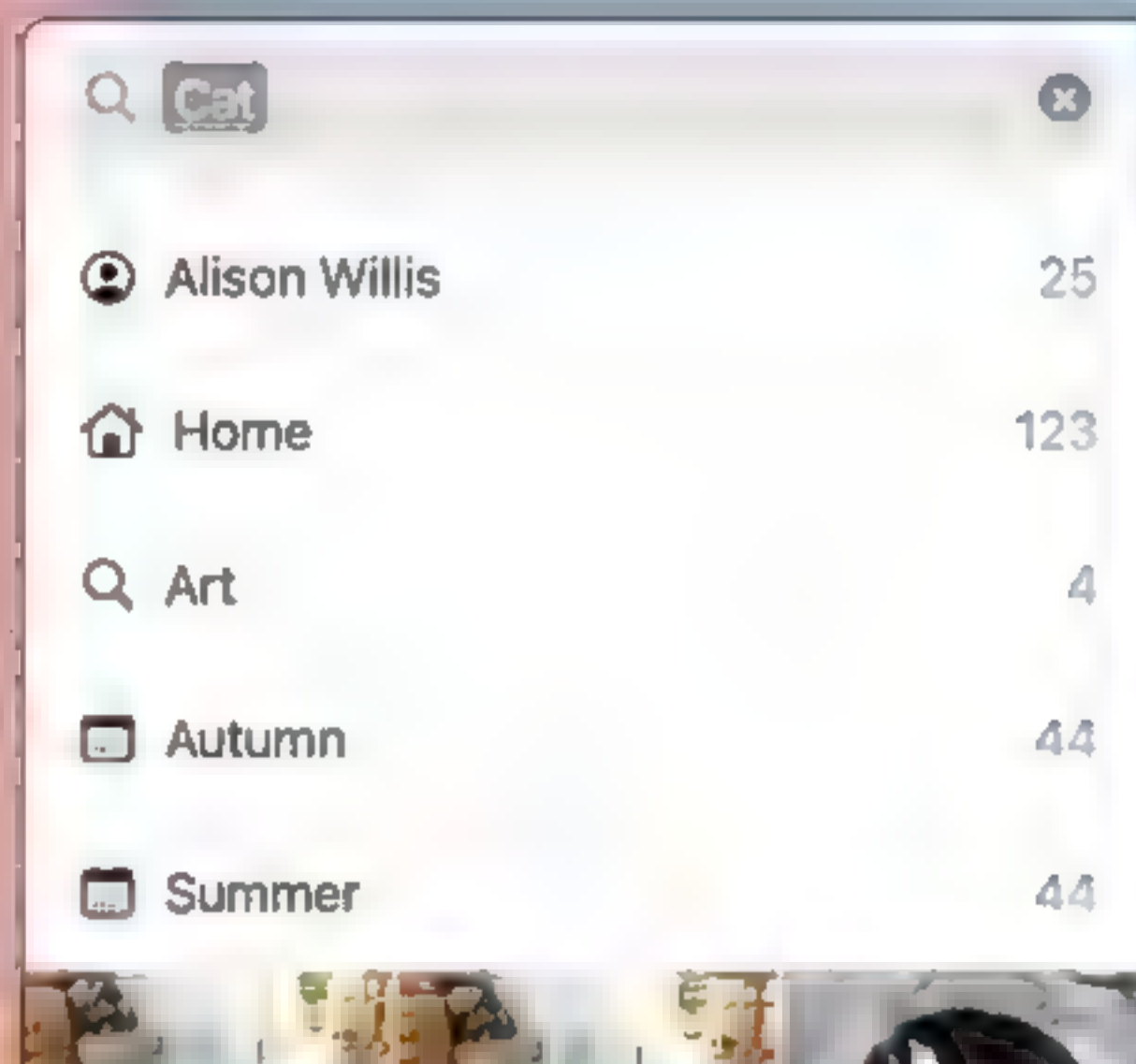
Filtering your photos.

On the main Photos screen, tap All Photos and then tap the three dots in the top-right corner. From the pop-up, tap Filters and you can restrict your viewing to Favourites, Edited, Photos only, Videos only or All Items. With a filter in place, only those pictures are displayed.



Improved image picker.

When you access the Photos app from elsewhere in iOS, such as when adding a photo to a message or email, the image picker is improved, making it much easier to find what you want from all of your photos. You can find the picture you want with smart searches.



Zoom in and out.

When looking at a page of thumbnails, for example on the All Photos screen or in an album, you can pinch and spread to zoom in and out. Zoom in to see more detail on the photographs and zoom out to see more pictures on the screen at once.



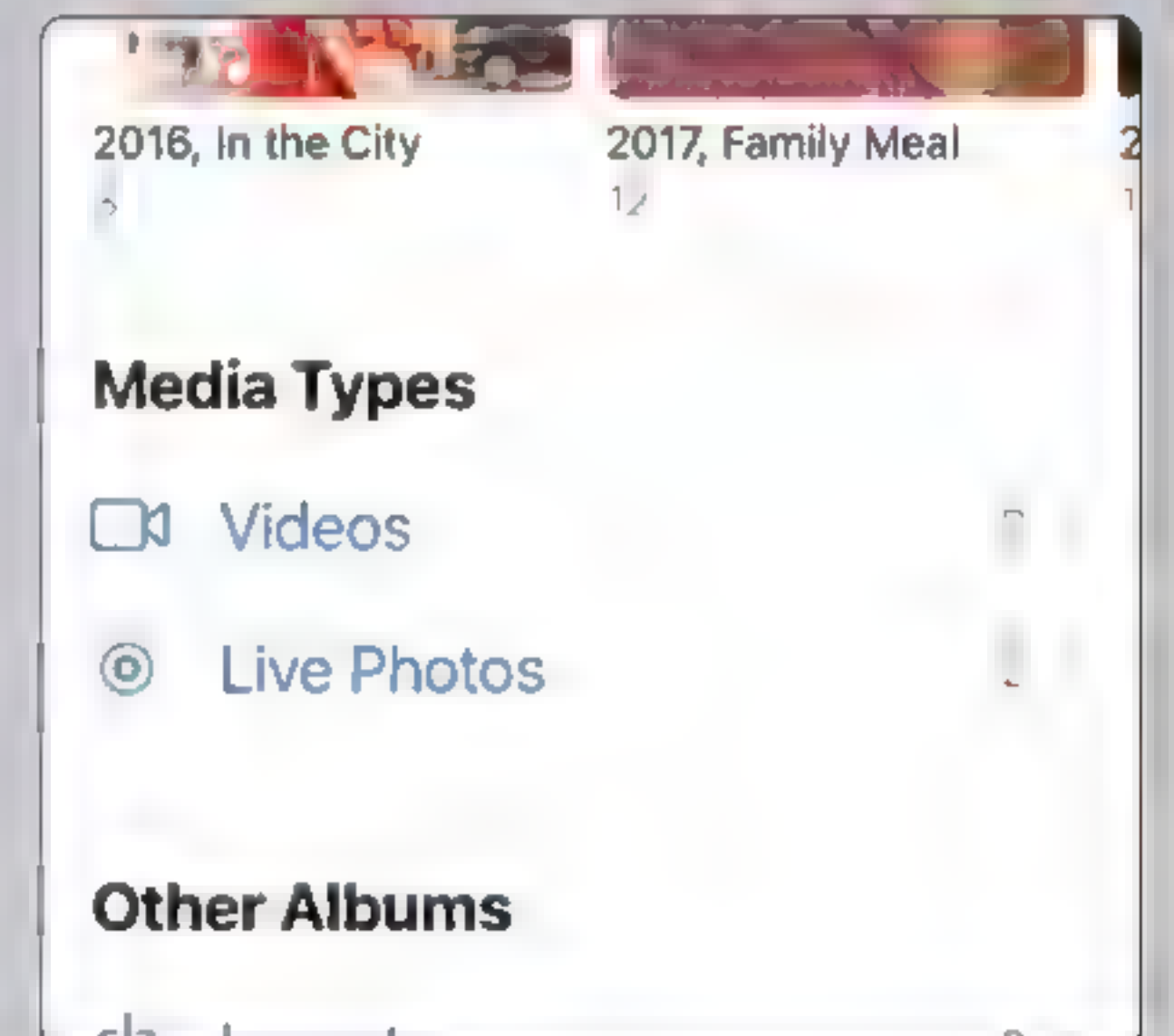
Better zooming.

When you zoom in on a photo, you can now see more detail. The zoom is smoother and more precise, allowing you to see more of the photo's details. This is especially useful when viewing photos of people or objects that are close to the camera.



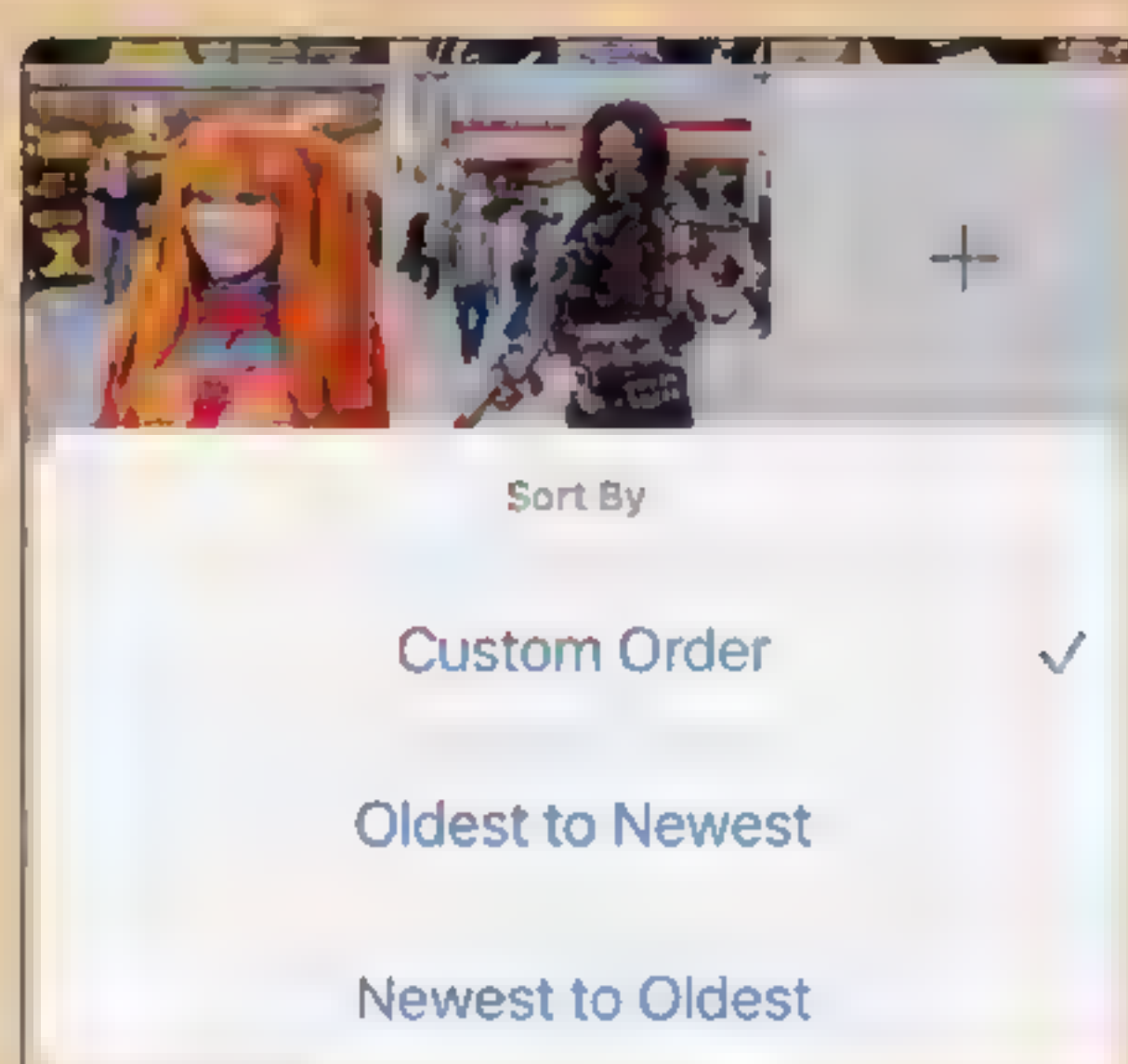
Better Live Photos.

Live Photos are pictures with a few seconds of video captured either side of your still photograph, making the picture come alive. In the latest version of the app, Live Photos is improved, with increased stability when viewed in the Years, Months and Days tabs.



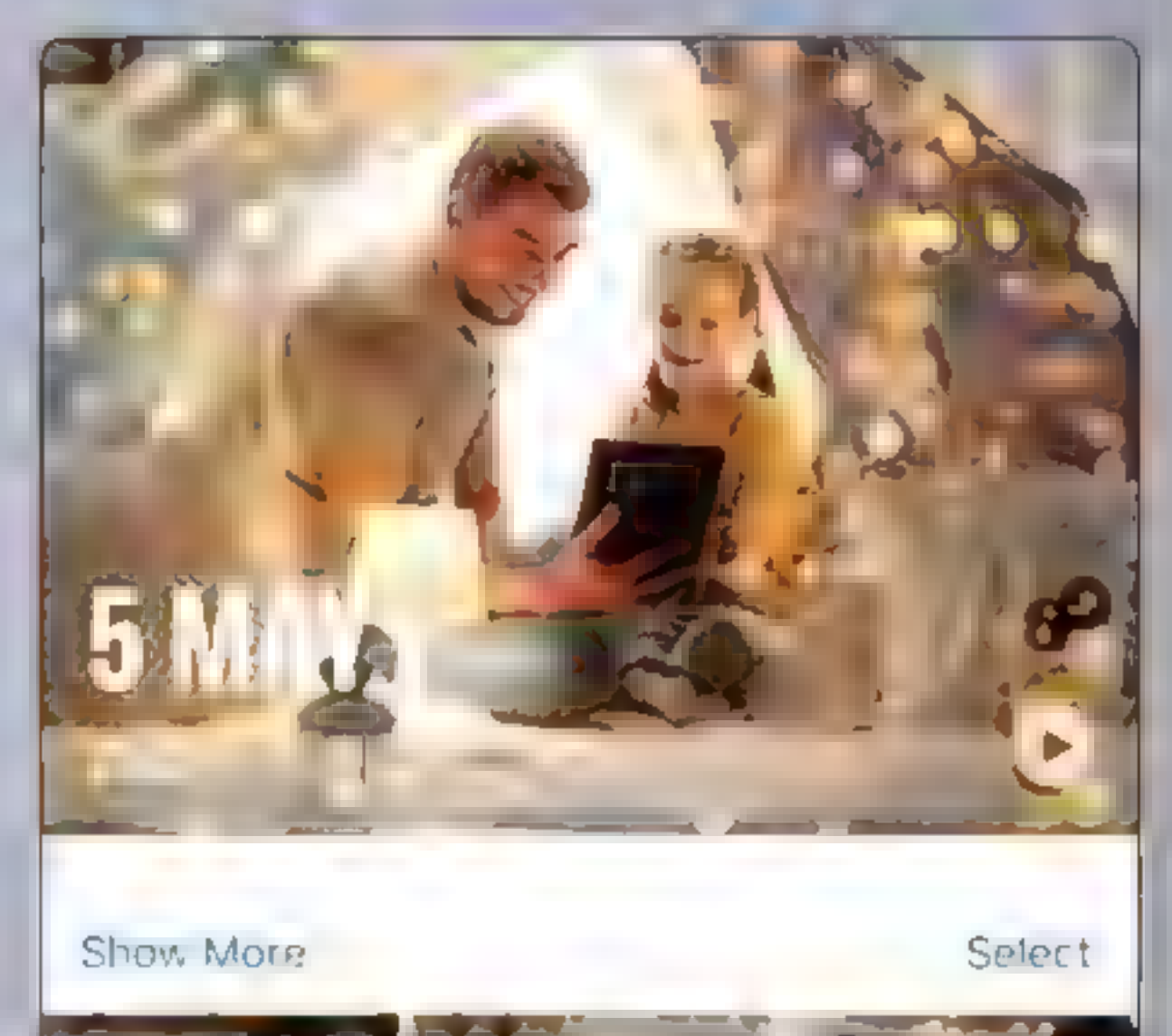
More flexible album viewing.

Viewing an album in the Photos app is now more versatile. Open an album, tap the three-dots icon and select the Sort option. You can then view the pictures according to when they were taken or set up a custom order. It's great for managing your snaps.



Mightier Memories.

The Memories section in the Photos app is now more powerful. It can now show you more photos from the same location or time of day. This makes it easier to find the photos you want to share or keep.



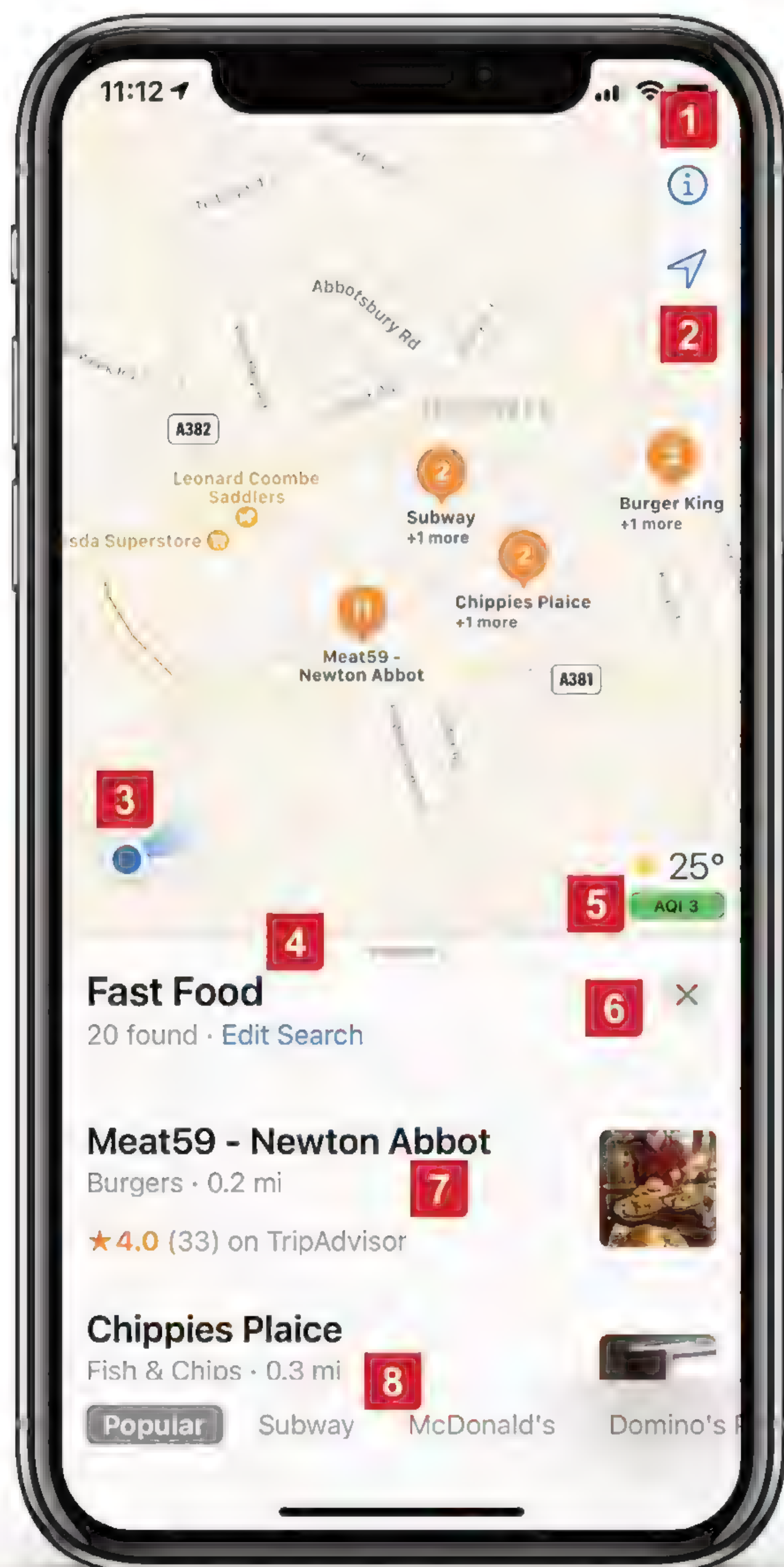


Maps App

Find Your Way Around

Maps is a superb navigational tool. Making great use of the iPhone's location awareness, it gives an accurate map of your location, shows directions to where you want to go and helps you find local amenities.

Maps in Focus



1 Tap the 'i' for the Maps Settings pop-up window, where you can switch between a normal, Transport or Satellite view, mark your location, add a feature or report an issue.

2 Tap this arrow icon to focus the map on your current location. Tap it again and the map rotates as you move, so the direction your travelling is always 'up'.

3 The blue dot shows your current location on the map. The smaller the blue circle around it, the more accurate this location placement is.

4 Use the search bar found here to look for a location or nearby feature; here we looked for Fast Food. Tap the Search field without typing anything for a list of recent searches and popular search options such as Petrol Stations, Restaurants, Shopping Centres and Bars.

5 Current weather information is shown here. Go to Settings > Maps and turn on Air Quality Index and this is then shown here too. Deep press on this data for a window showing more weather information, drawn from the Weather app.

6 The 'X' icon collapses the bottom window panel, giving you a better look at the main map screen; or you can simply swipe it down.

7 We're looking for fast food, so nearby burger and pizza places are shown here. The list offers information on the establishments shown on the map. Tap one, on the panel here or on the map for more details such as directions, opening hours, a phone number and more.

8 Popular establishments that satisfy your search are listed here. Tap one to find nearby locations.



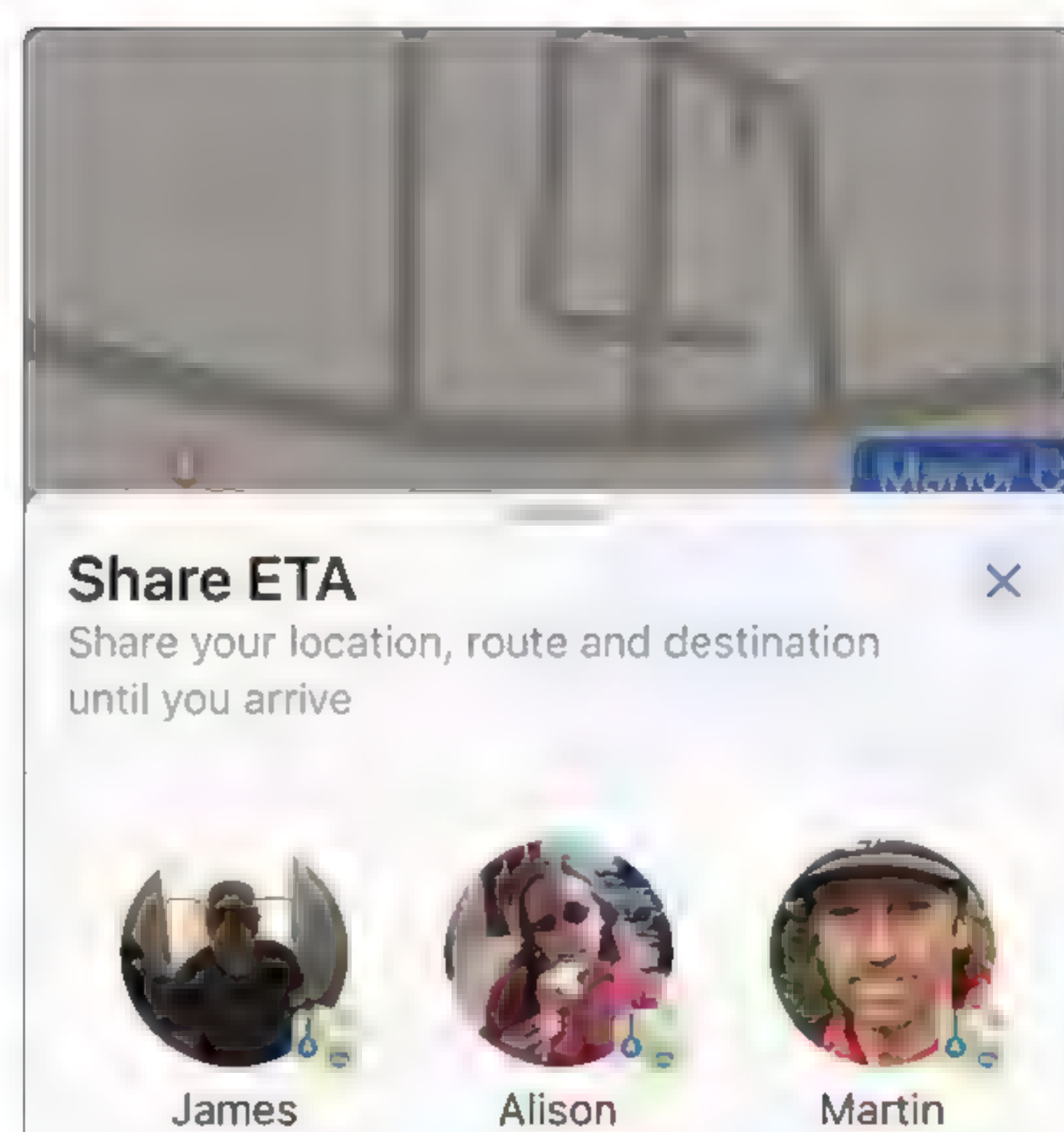
A word of warning.

Like any sat-nav, Maps is not infallible. It's up to you to make sure you follow road signs and the road laws. By all means follow the Maps app but don't neglect your basic road skills.

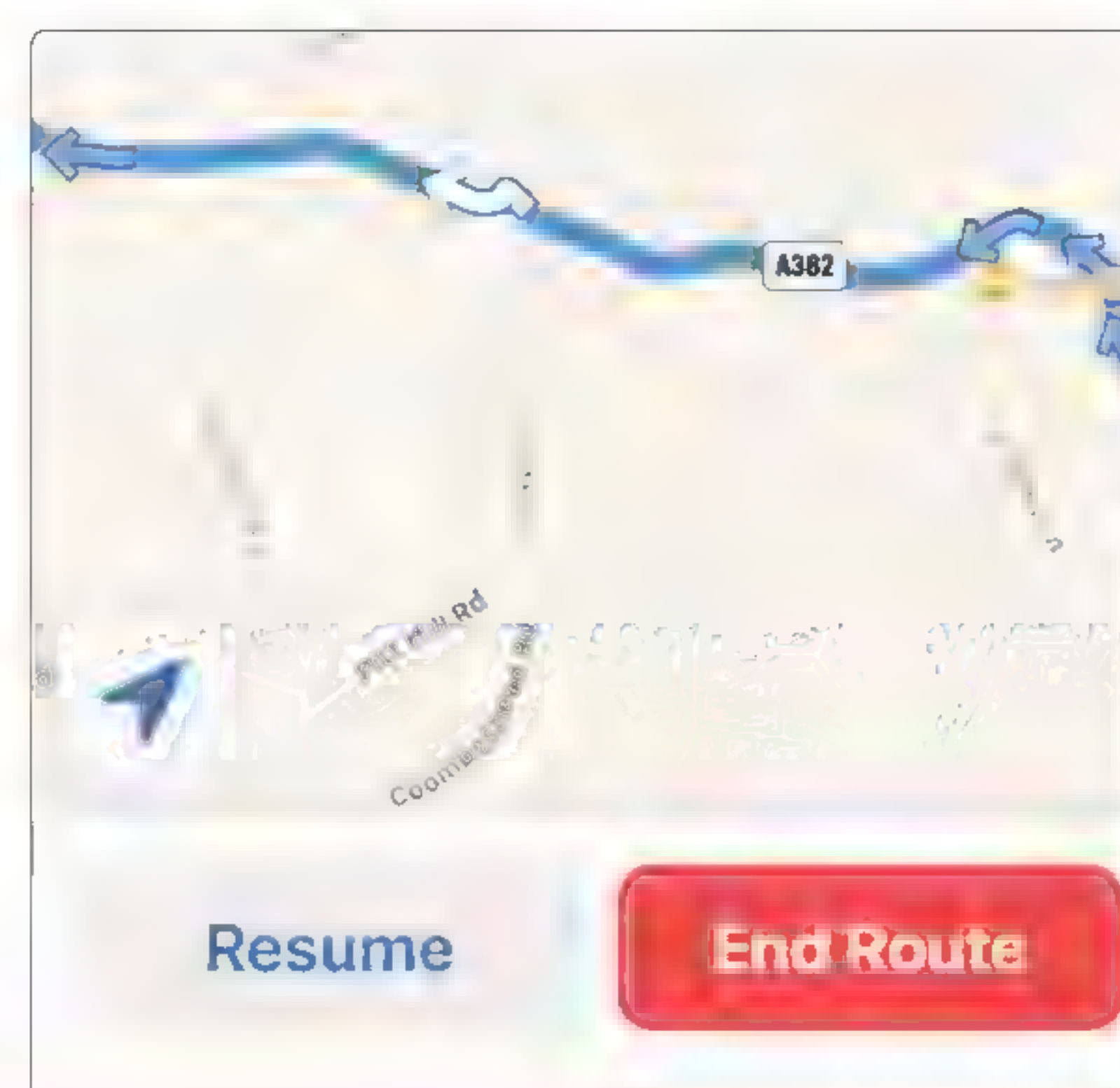
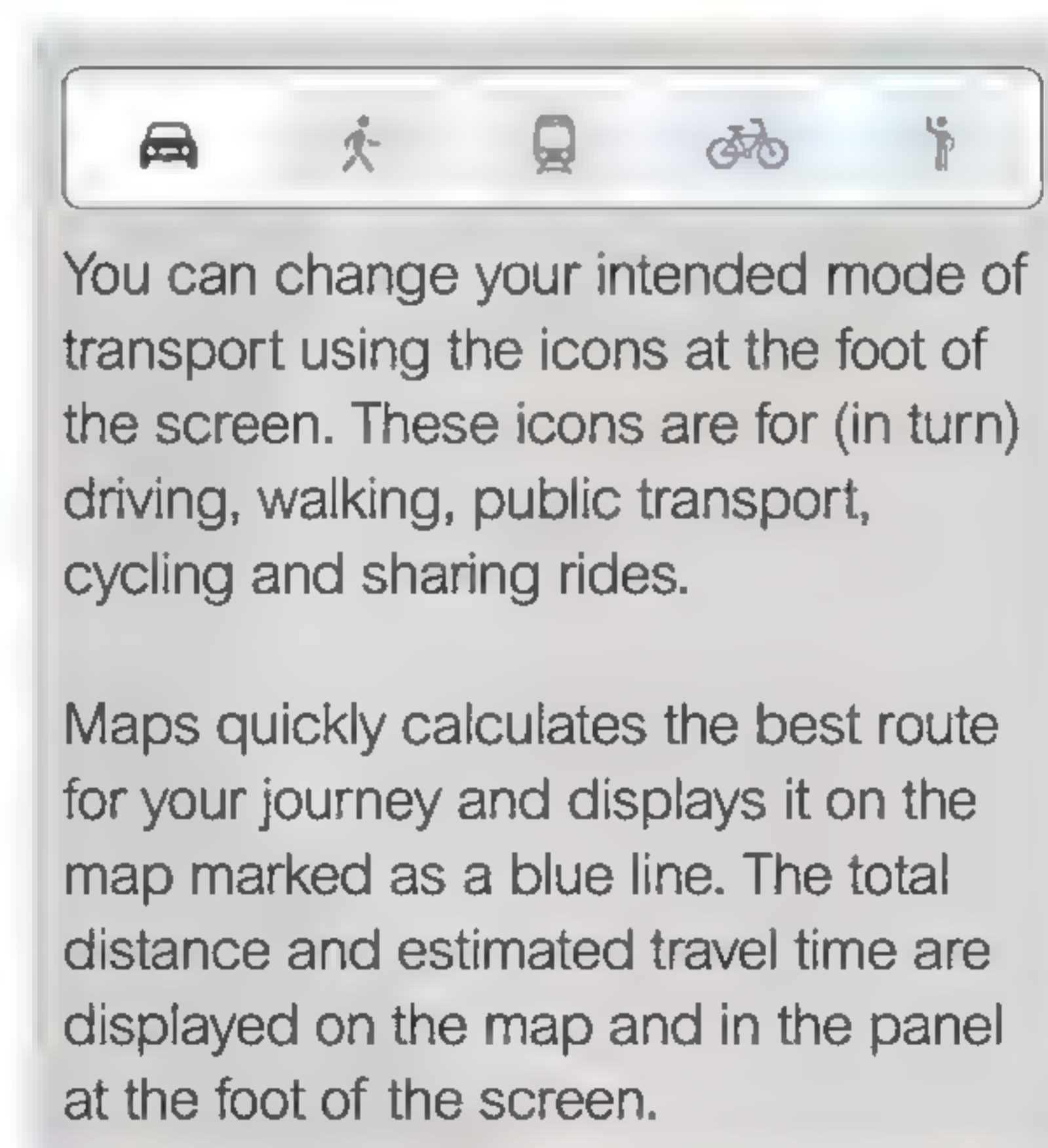
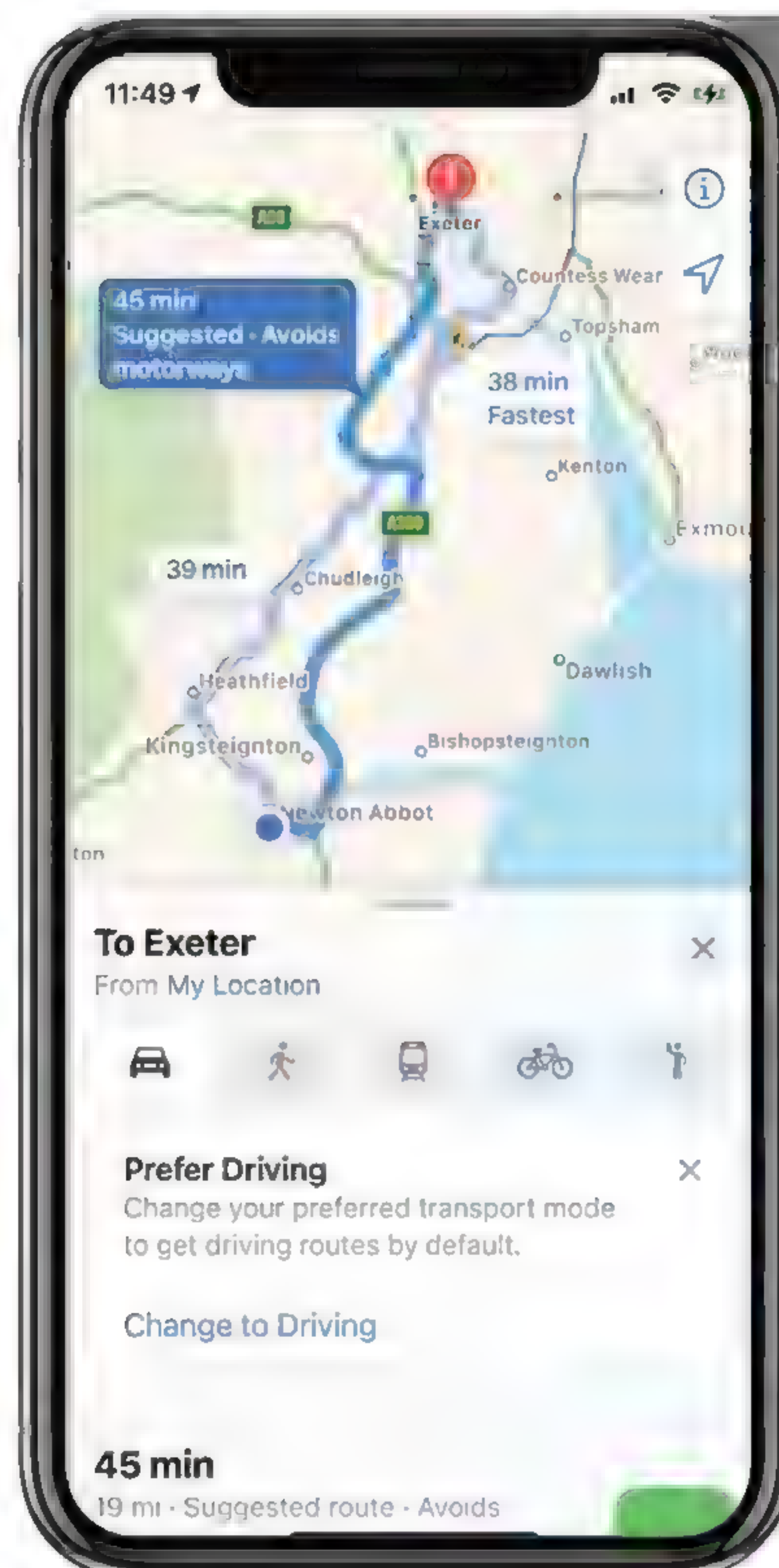


Using route planning and navigation

Enter the name of the place you want to go to in the Search field at the foot of the screen. In the pop-up, tap Directions. If your starting point isn't your current whereabouts, tap My Location at the top of the sidebar and change it.



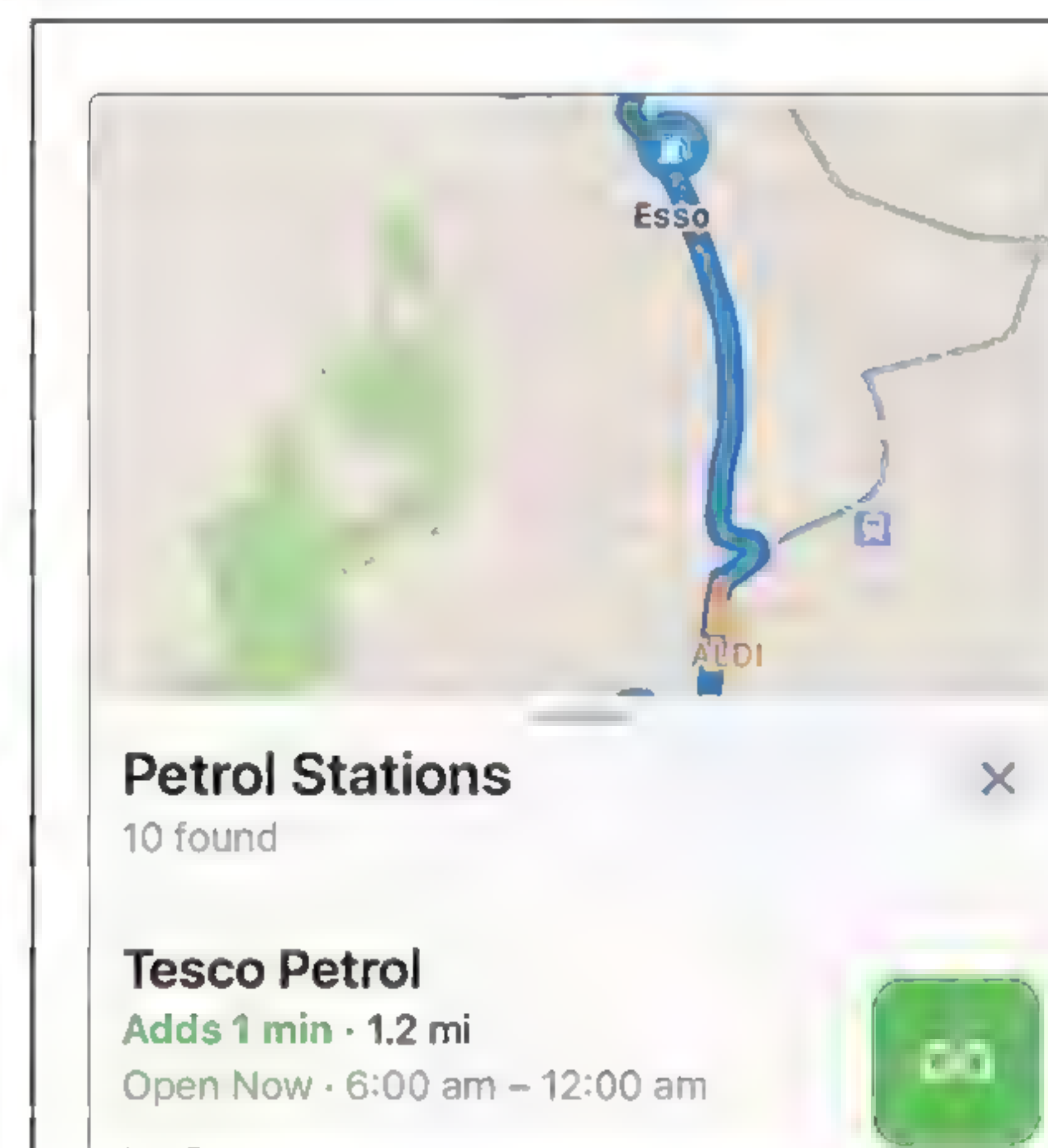
Another option available on the bottom panel is Share ETA. Tap it and you can share your expected time of arrival with friends and contacts. The Audio icon lets you change sound settings.



Alternative routes are displayed on the map as lighter blue lines: switch between routes by tapping one of these light blue lines.

Scroll the bottom panel all the way up for a link to options for the transport mode you've chosen. For example, Driving Options lets you plan your journey, avoiding toll roads or motorways.

When you're ready to start your trip, tap the green Go button. You can then view a step-by-step breakdown of the route by dragging up the bottom panel and tapping Details in the second row.

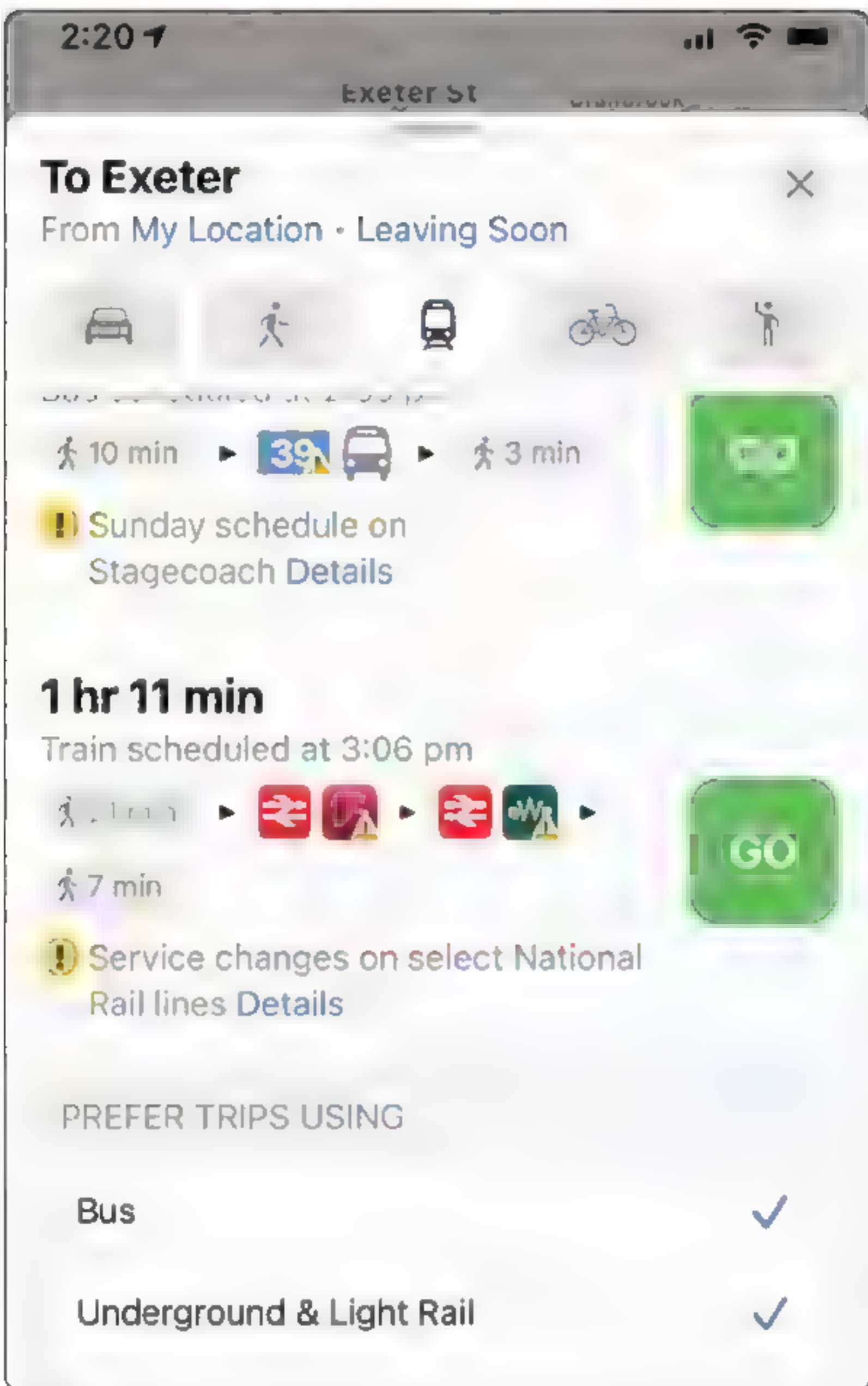


If you need fuel, lift up the bottom panel and tap the Petrol icon. Petrol stations found close to your current location are shown. Tap the Go button on the bottom panel for directions to your selected station. If you drive an electric car, you can find recharging points too.

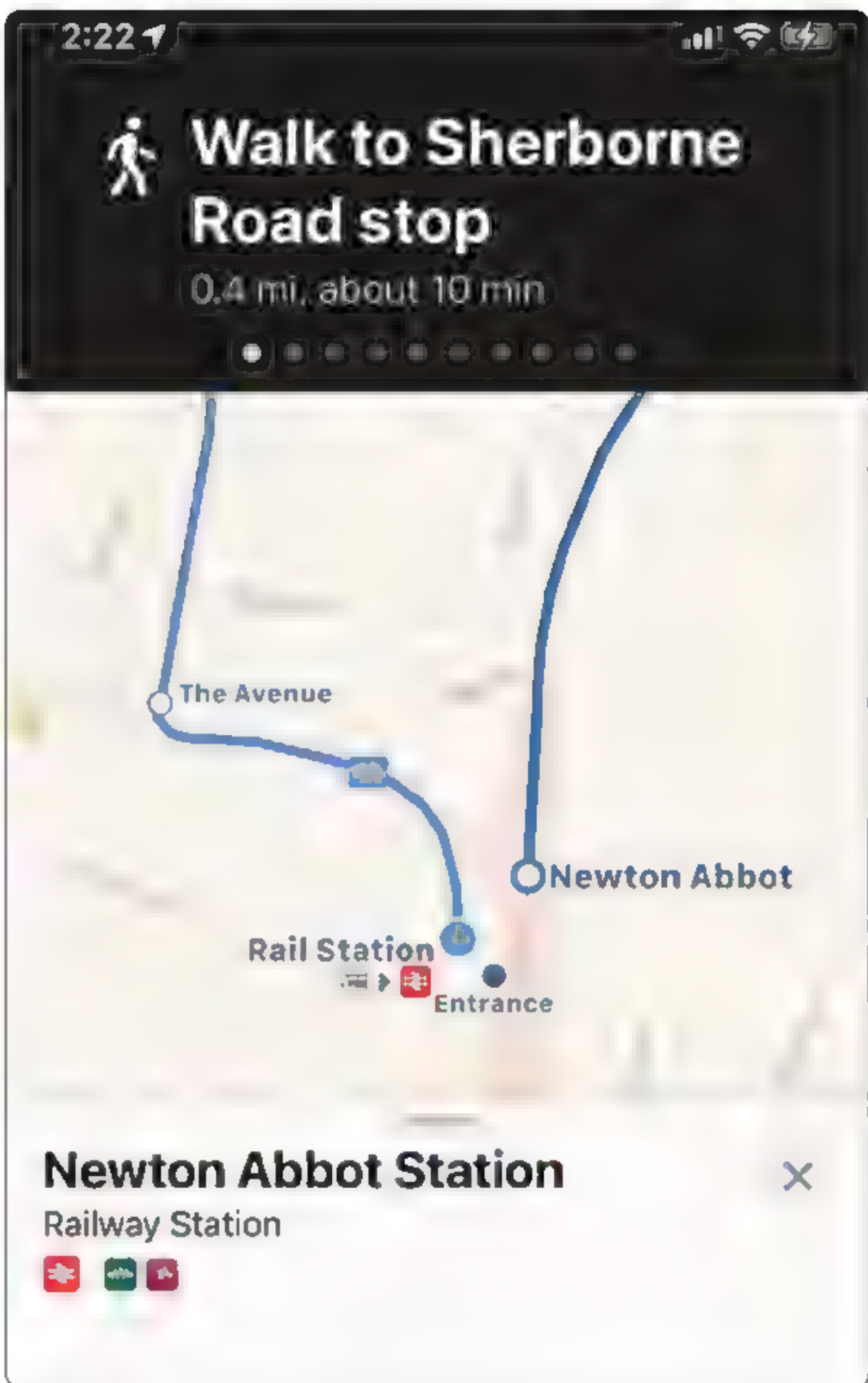
If you want to stop for dinner or for a coffee, pull up the bottom panel and tap one of these icons instead to find your way to the nearest cafe, then resume your route to your ultimate destination by tapping the blue bar atop the screen.

If there's a problem and you need to change your route on the fly, tap End in the window in the bottom left, then End Route. You can then tap Directions to your destination again on the next screen and choose an alternative route when Maps recalculates your journey.

The public transport feature



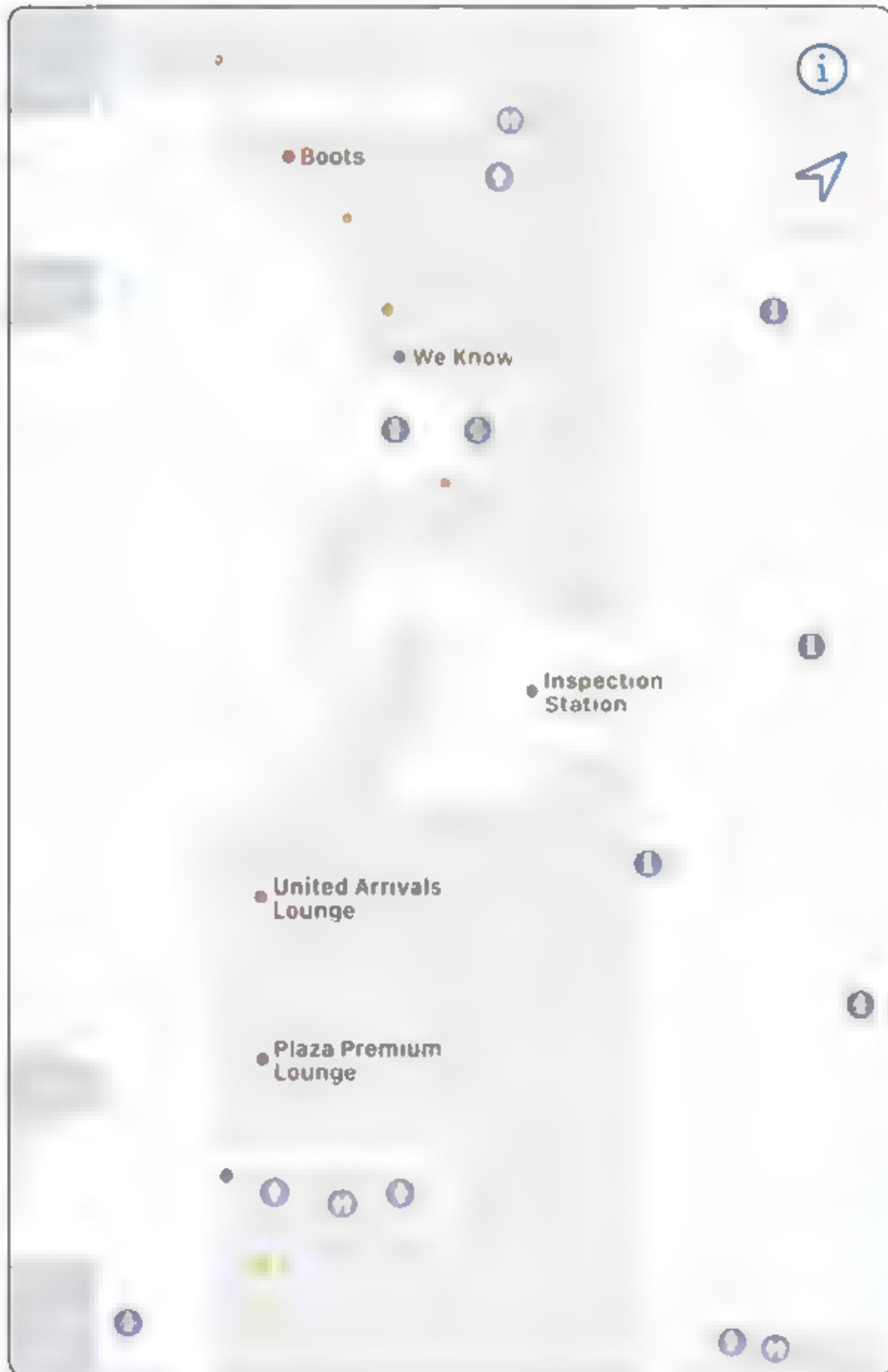
1 Choose a destination, and tap the train icon for public transport routes. You can journey using more than one method of public transport. Scroll the window up and untick anything you'd rather not use. Find the route you want and tap its Go button.



2 Tap on a train or subway station on the map for a pop-up showing a list of forthcoming departures from that station. Tap on a service for more information. Transit and flight information is now updated in real time, so check back often for the latest information.

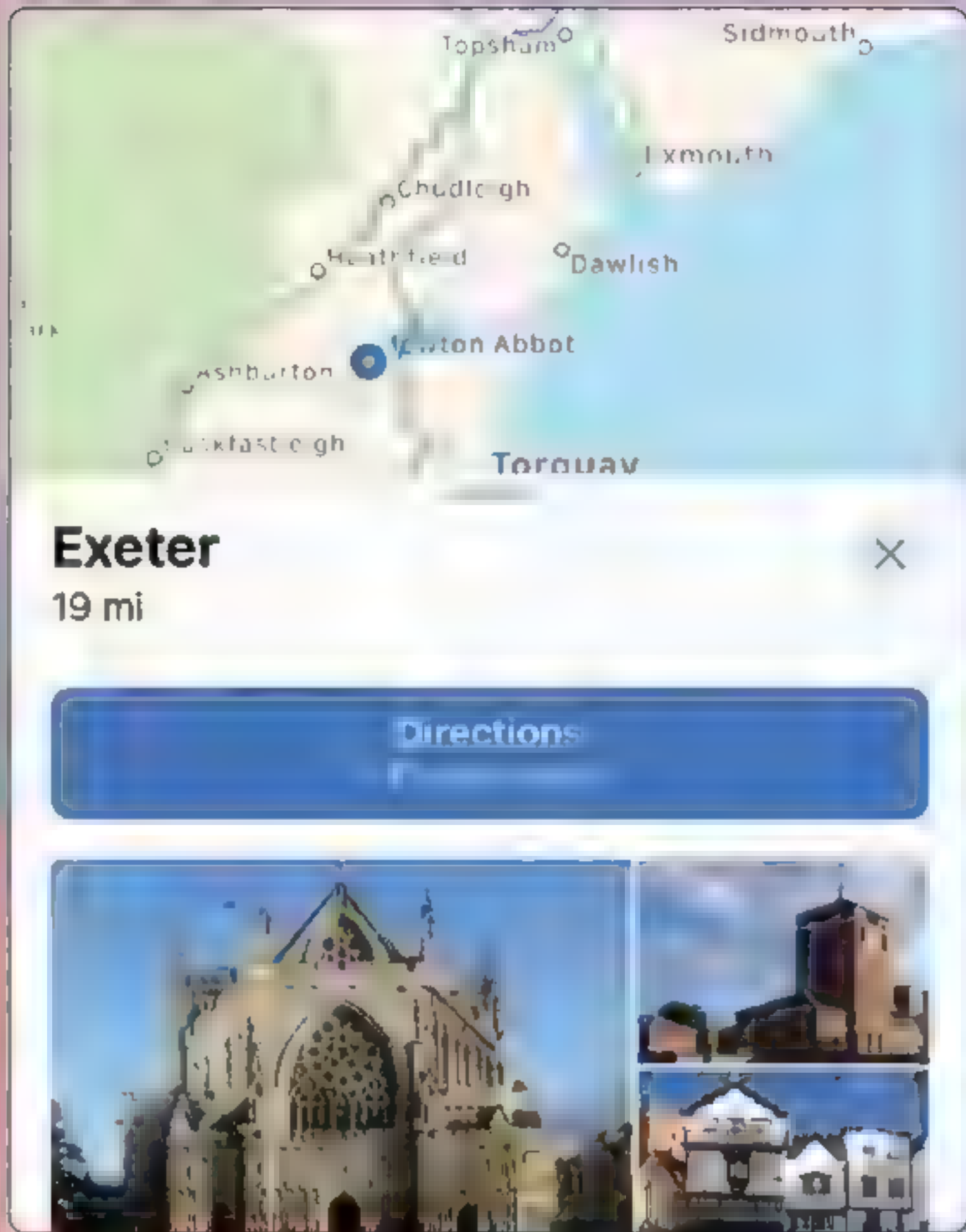


3 You're guided along your route just like you were in the earlier tutorial about Turn By Turn Navigation. You're instructed when to get on a train, where to go from the station when you get off, which bus to catch and more.

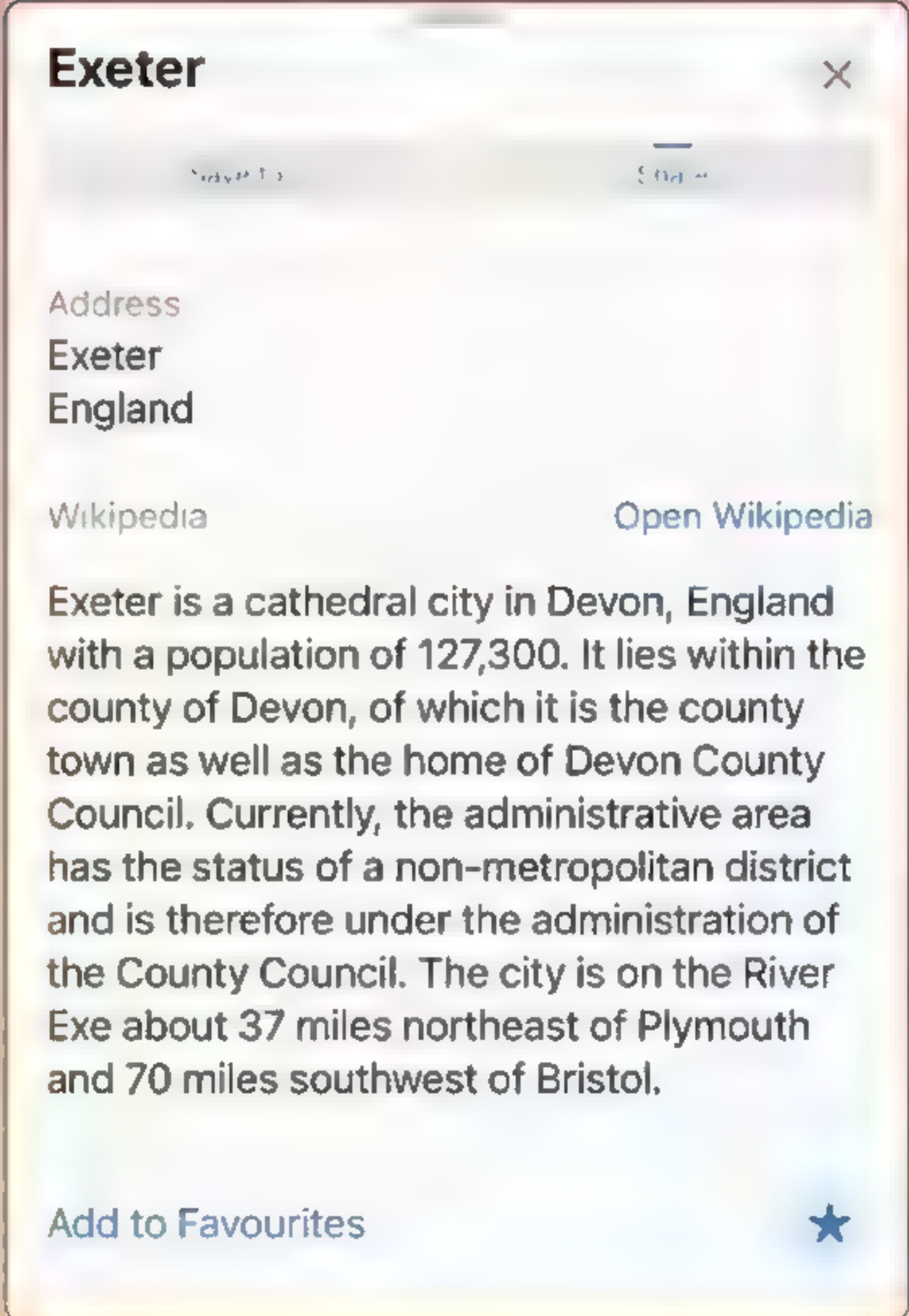


4 Buildings such as subway stations have been carefully surveyed, so Maps shows not only their location but also all the entrances and exits to that station. It can even show maps of their indoor areas and features as well.

Features and Favourites.



Type a location in the search field to find it. This can be a town or city to which you wish to travel, an address or postcode you're looking for, or a local service or facility like a train station or a museum. When looking for the latter, a list of nearby establishments is given and they're located on the map.



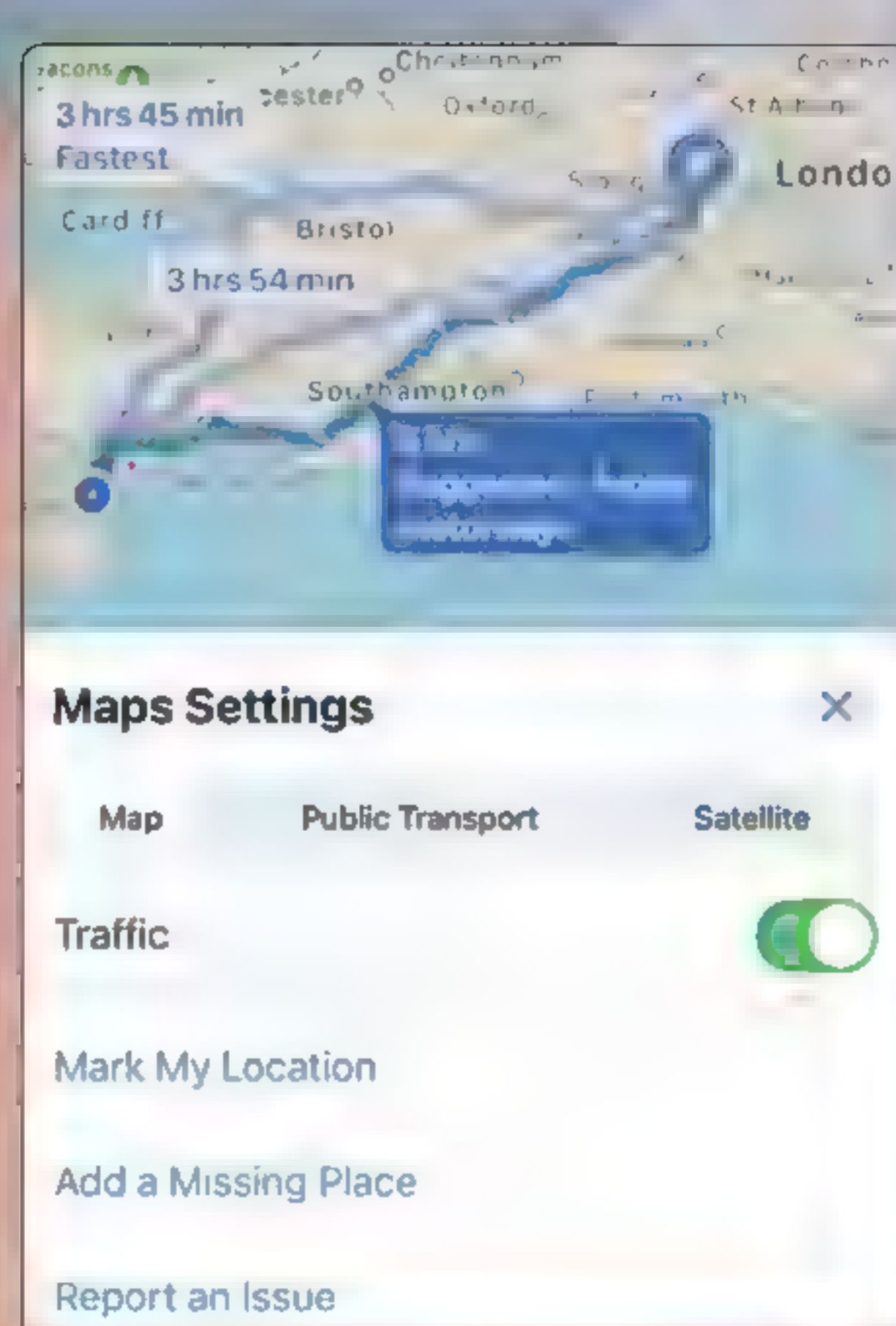
Favourite locations are listed under the search field. If you've identified your home address in Contacts, that's already there, and you can add your work too. Tap Add to add more locations to your favourites, where they're always to hand and easily selected when using the Maps app.



More great Maps features

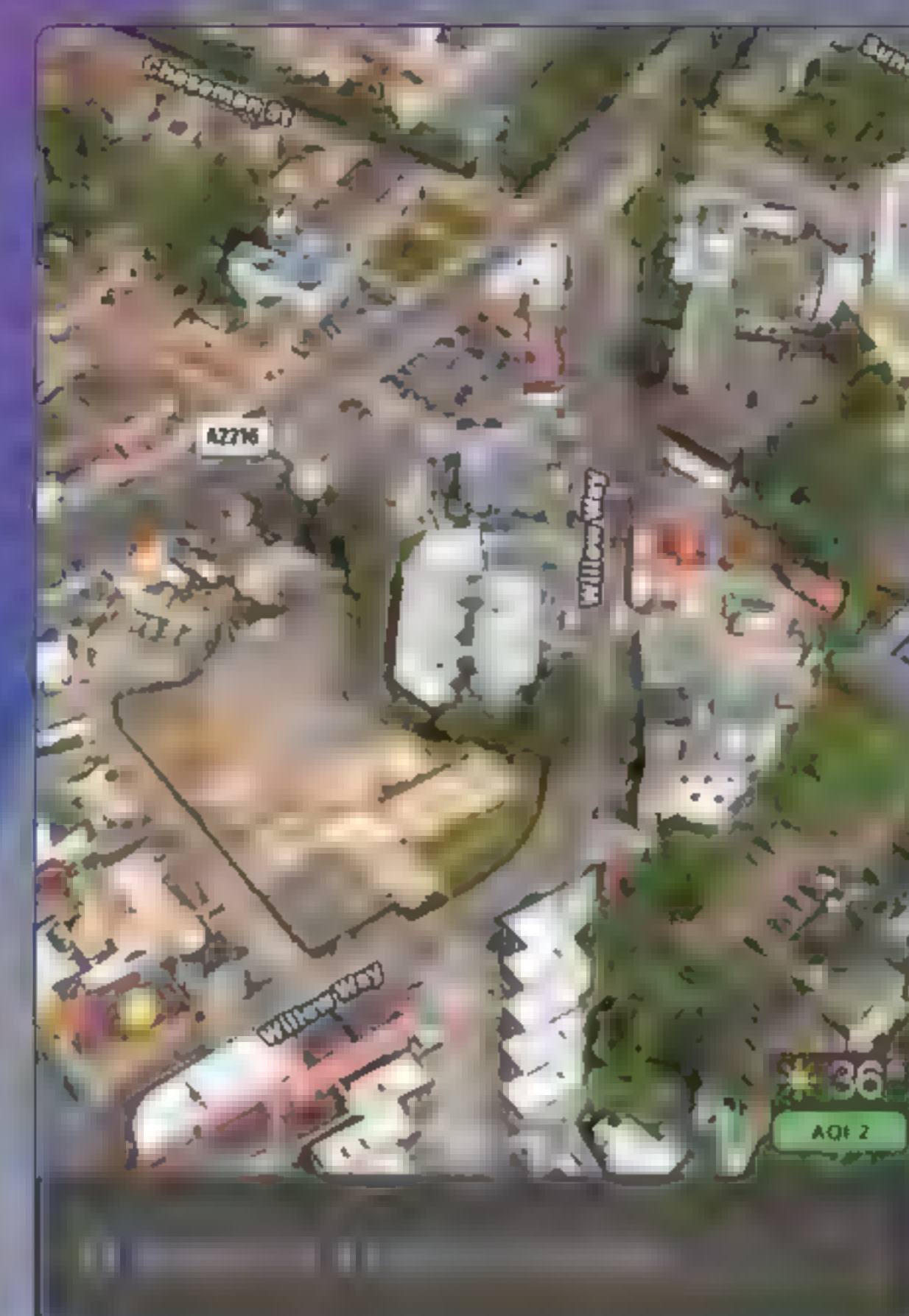
Traffic information.

When planning a driving route, you can get traffic information at any time by tapping the 'i' icon in the top-right corner. Turn the Traffic switch on and current conditions are displayed on main roads. Red means the road is busy and green means traffic is flowing smoothly. Workman signs means there are scheduled roadworks happening. Tap a workman icon and then tap the information icon for more details.



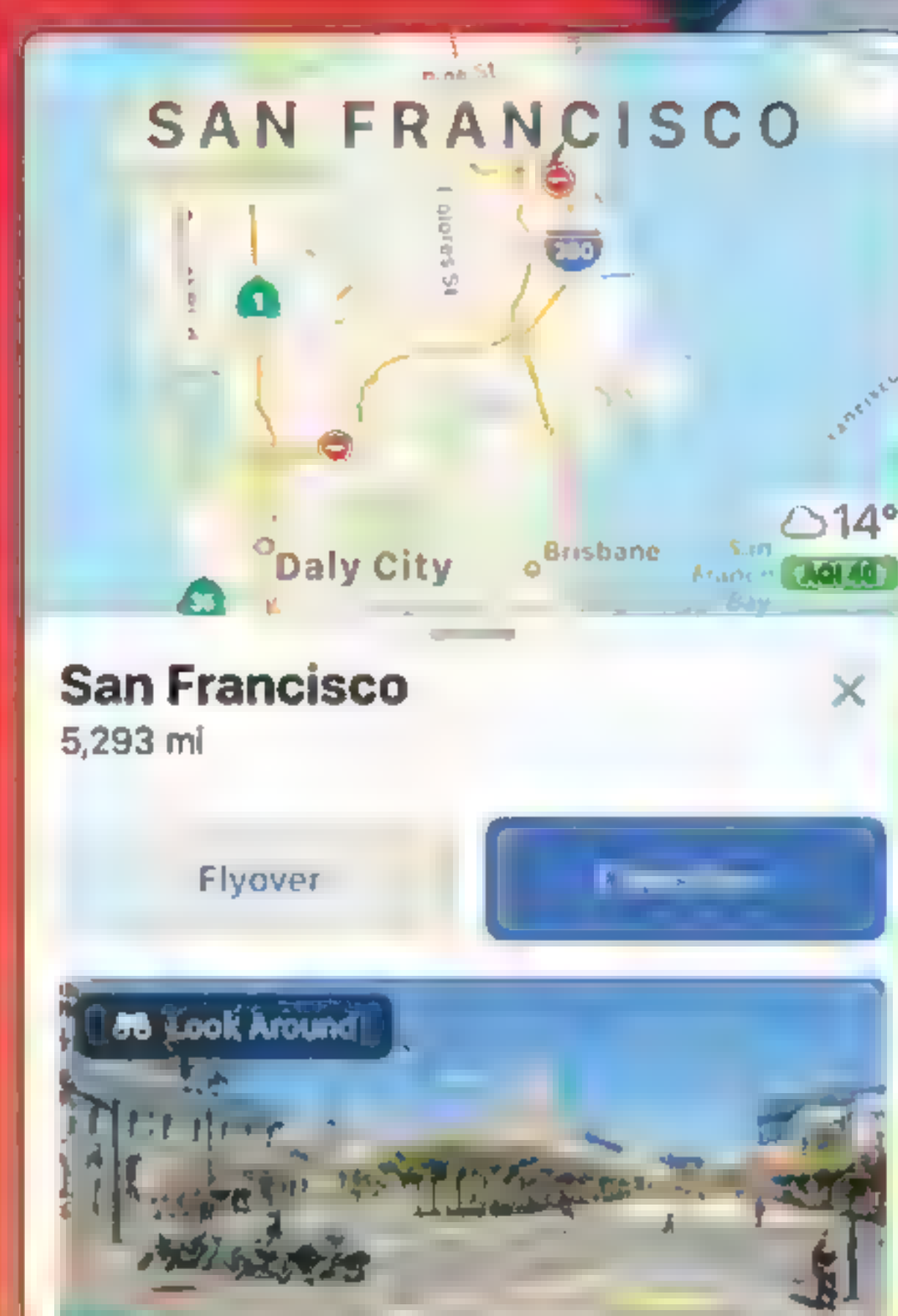
3D features.

In Satellite view, tap the 3D icon (top right) to switch to a 3D perspective. Zoom in and out, and twist to explore, tap 2D to return to a flat map. Also, after accessing a city's details, if there's a button marked 'Flyover', you can tap it and watch a 3D flyover tour.



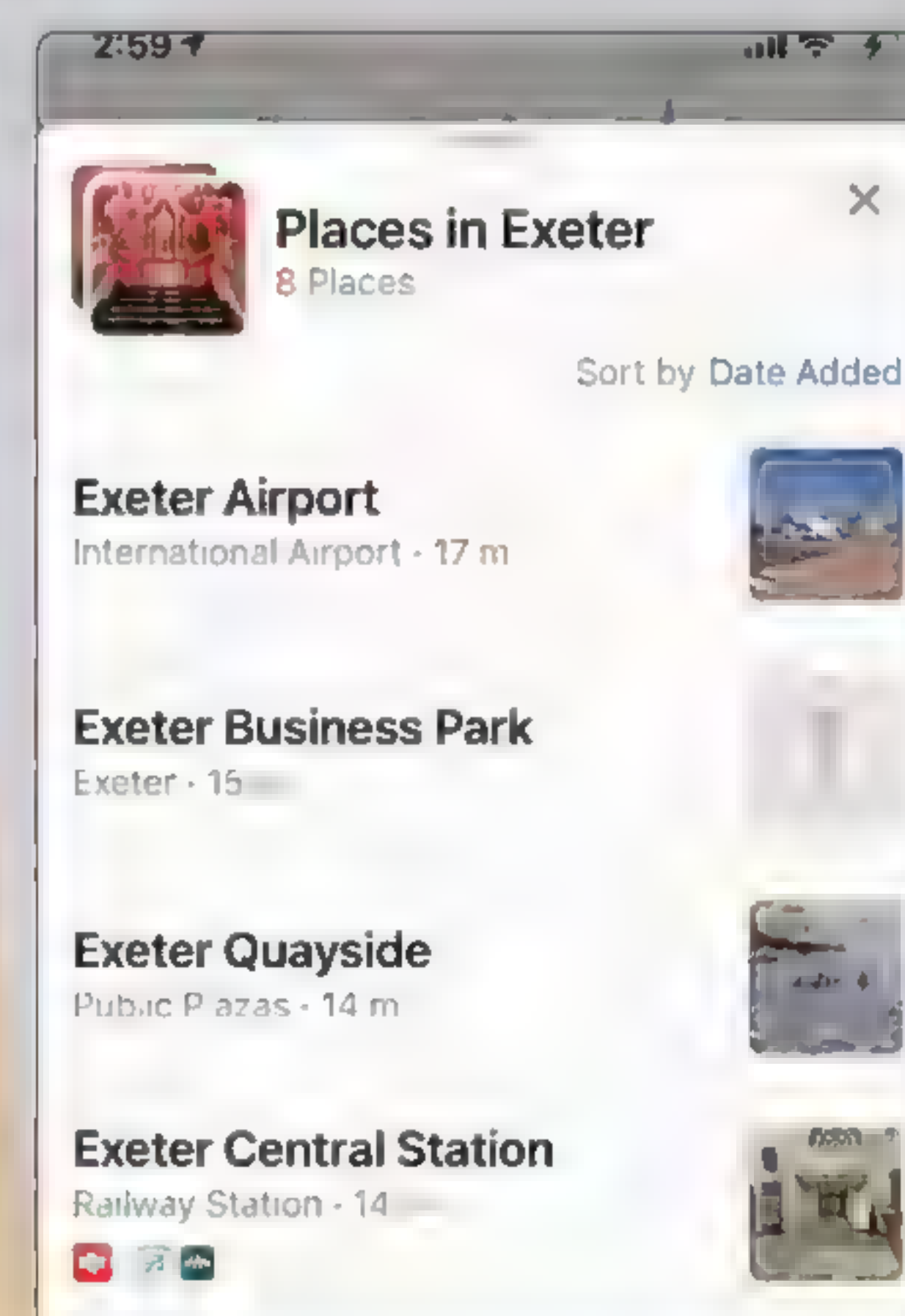
Look Around.

Look Around is like Google's Street View. If you search for a city that has Look Around enabled, the option appears in the information window. Drag your finger around the screen for a 360° view. To move the viewpoint forward, tap a road or push a little way to the right of your current position. When you're ready, tap Done.



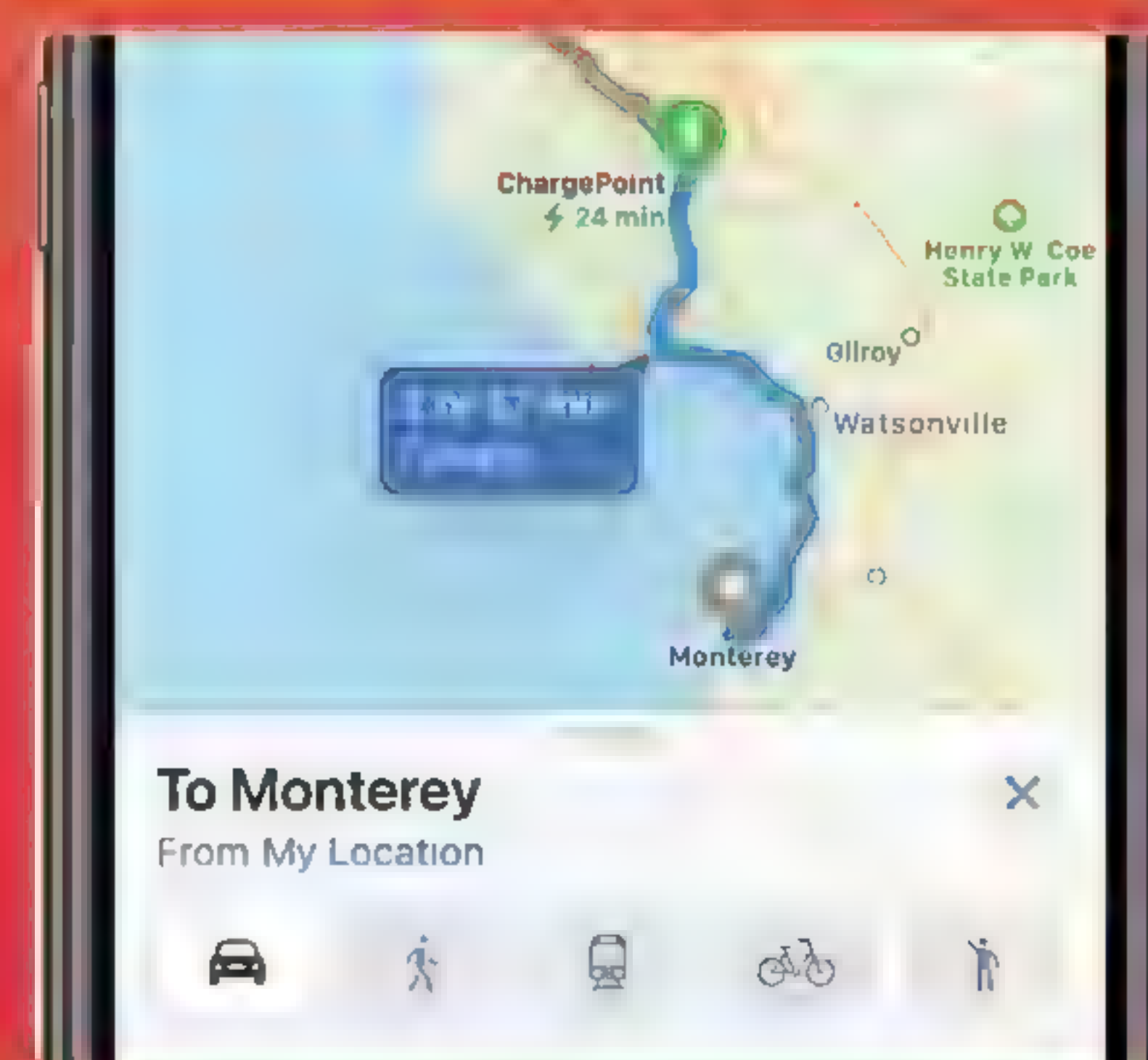
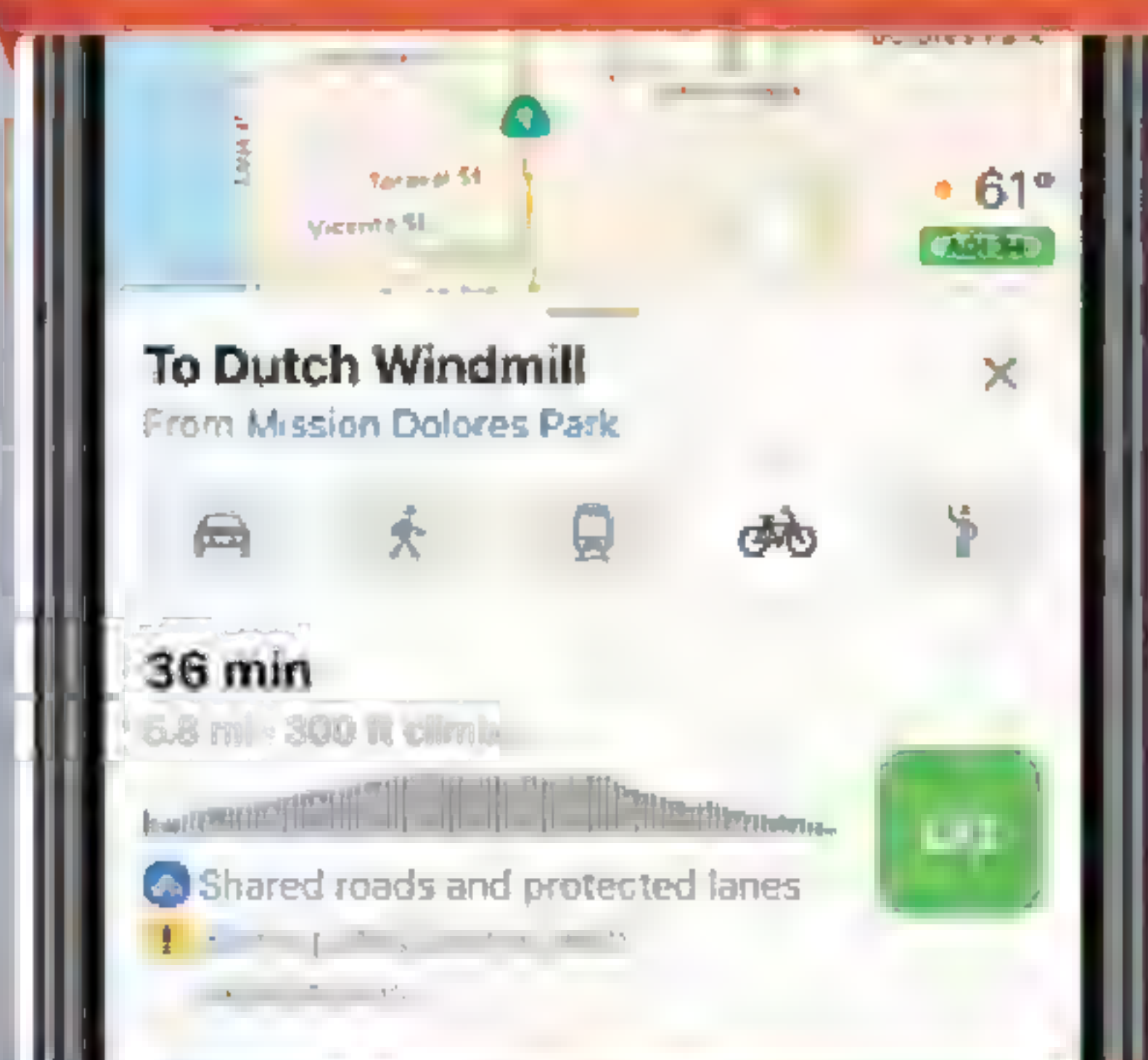
Collections.

Swipe up the information panel to see your Collections; groups of favourite places you've saved for later use. By default, you have a Collection called My Places. Tap New Collection to start a new one. Type a name for your Collection, then tap Create. You can then search for and add as many locations as you like. Tap the Share icon and you can share the entire Collection with someone else too.



New for iOS 14

Maps (version 10.0) has a lot of new features. With iOS 14, cyclists are now catered for with route planning that takes account of dedicated cycle paths and road elevations. If you drive an electric car, you can find recharging stations along your journey. Both features have yet to roll out in all territories but if they're not available near you already, they're coming soon.





Translate App

Language on the Go

The Translate app lets you translate foreign languages into your native tongue on the fly and also translate your own language into something else. It's fast, private and a great boon to holidaymakers and business travellers.

To use the Translate app in Conversation Mode, simply tap and hold the microphone icon and tap the microphone icon. It translates on the go in real time.

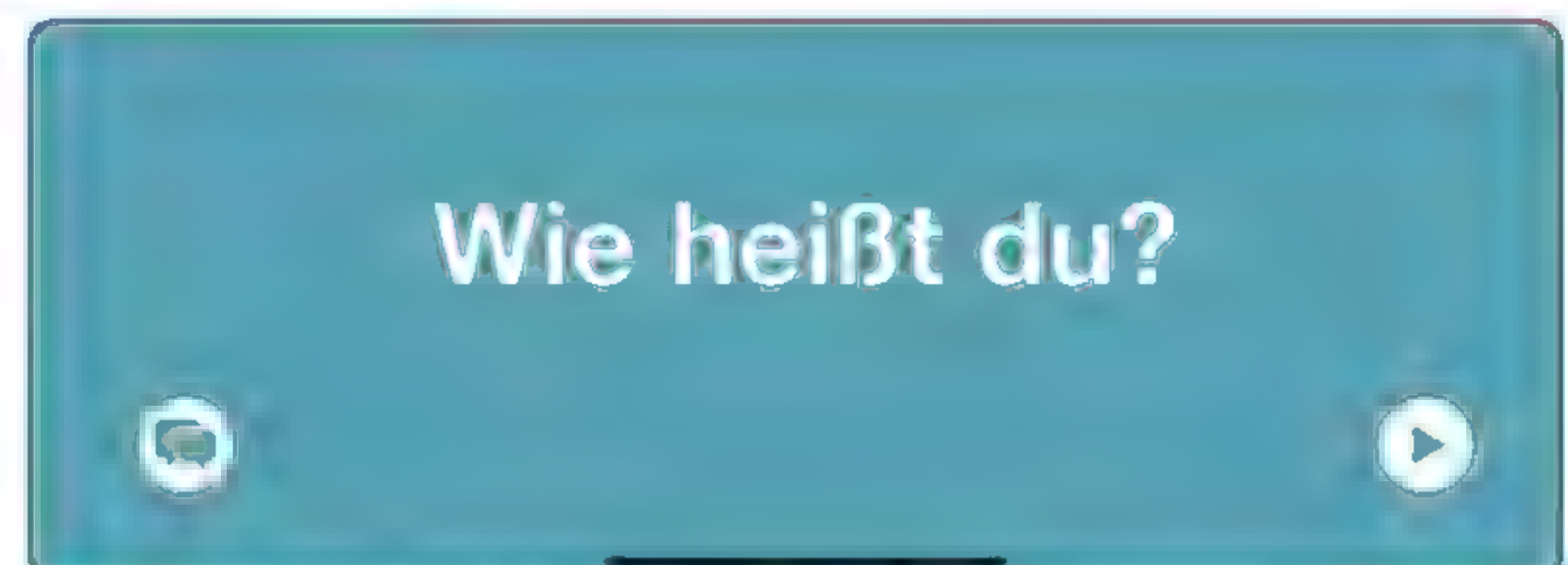
Translate covers 11 languages; English, Mandarin Chinese, Japanese, Korean, Spanish, German, French, Italian, Russian, Brazilian Portuguese and Arabic

As the Translate app is Siri-powered, you can speak into it and have it translate your words into a different language. It's a great way to make conversation.

Translate works using online servers but if you're likely to need translations offline, you can download language packs onto your iPhone.

Introduced with iOS 14, the iPhone's Translate app harnesses the power and language capabilities of Siri to transcribe the spoken word into text and then translate it to a language of your choice. It can also translate typed text too. But Translate isn't merely about words and phrases. It also lets you translate entire conversations on the fly. Just choose your language pair, turn your iPhone into a landscape orientation and tap the microphone icon. You can then speak in your own language and have it translated into your companion's home tongue, both in text and as speech. Your friend then answers in their own language and it's translated into yours, again being spoken out loud as well as offered as text.

Translate usually works online, sending your words to Apple's servers for translation but if you want to use the app offline – or simply want your conversations to stay on your iPhone, without being uploaded to Apple – you can install language packs directly from the app. With these in place, your iPhone needs no Internet connection to carry out translations and everything stays on your phone. Let's take a look at what the Translate app can do for travellers, holidaymakers and more.

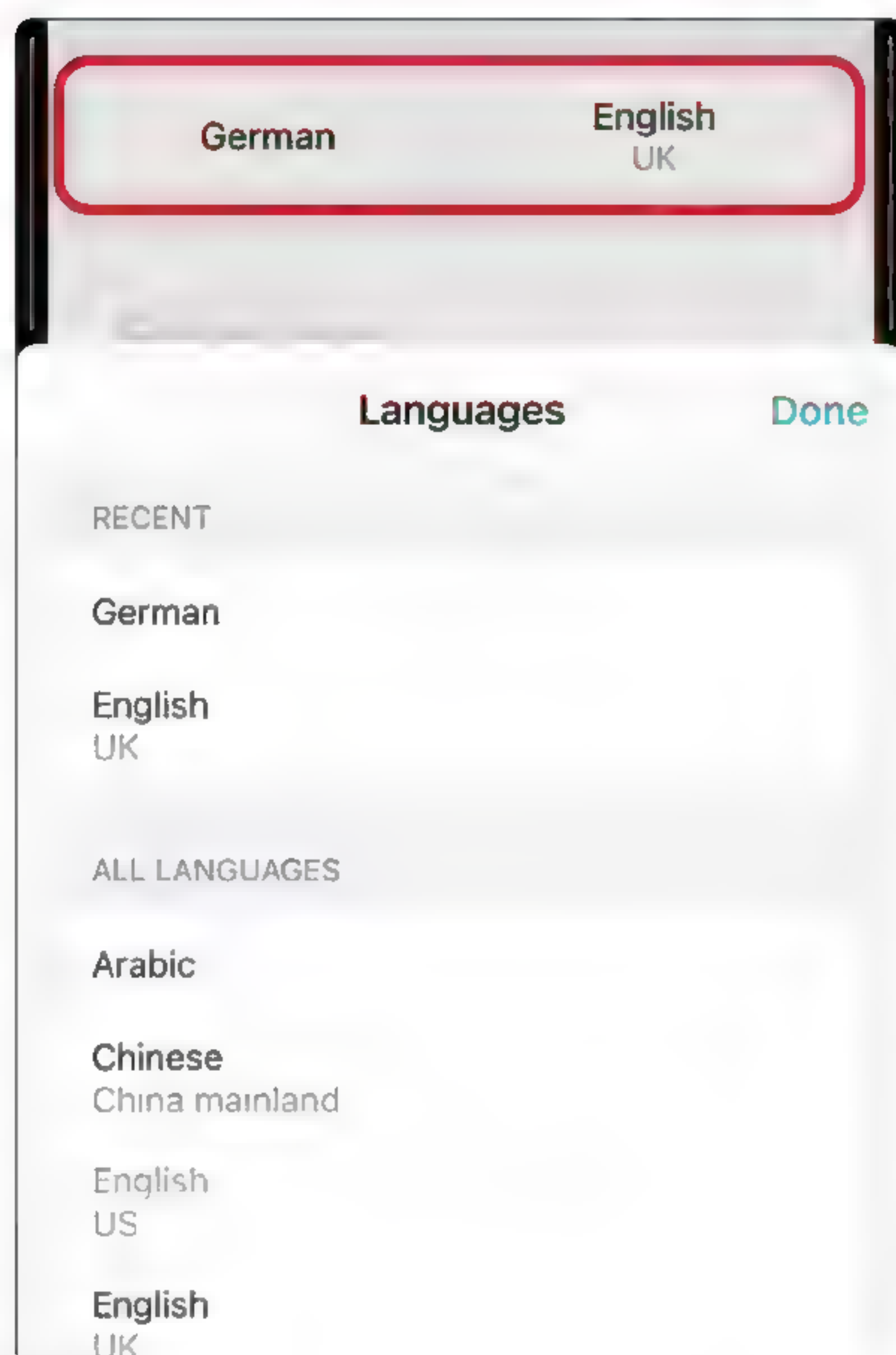


Attention Mode

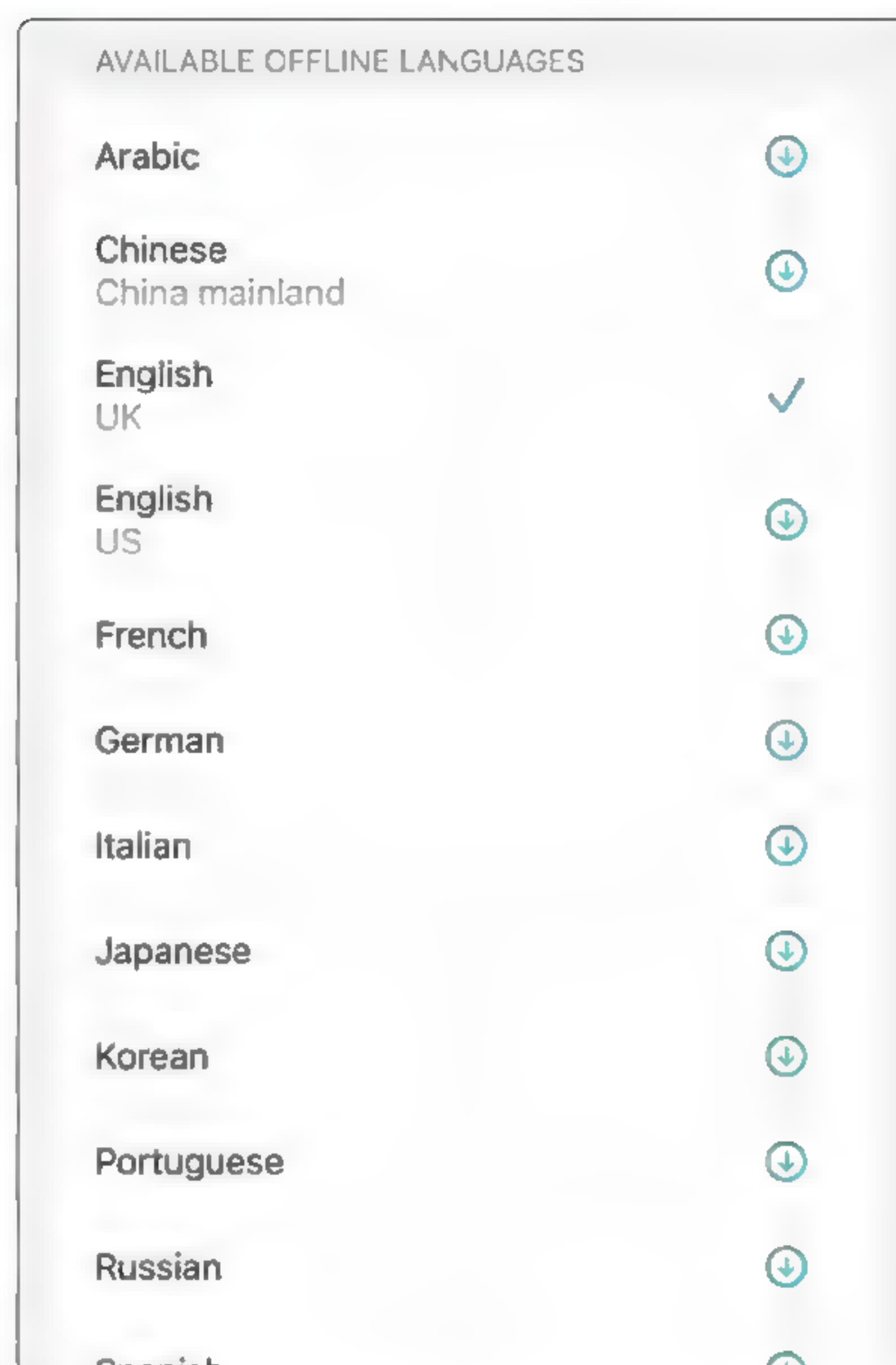
With your iPhone in landscape mode, there's an icon in the bottom-left corner of the screen showing outward-pointing arrows. Tap it and you're shown translated text in Attention Mode, with larger words and a more focused view. Tap the speech bubbles (right) to go back to Conversation Mode and the Play icon (left) to speak the translation out loud.



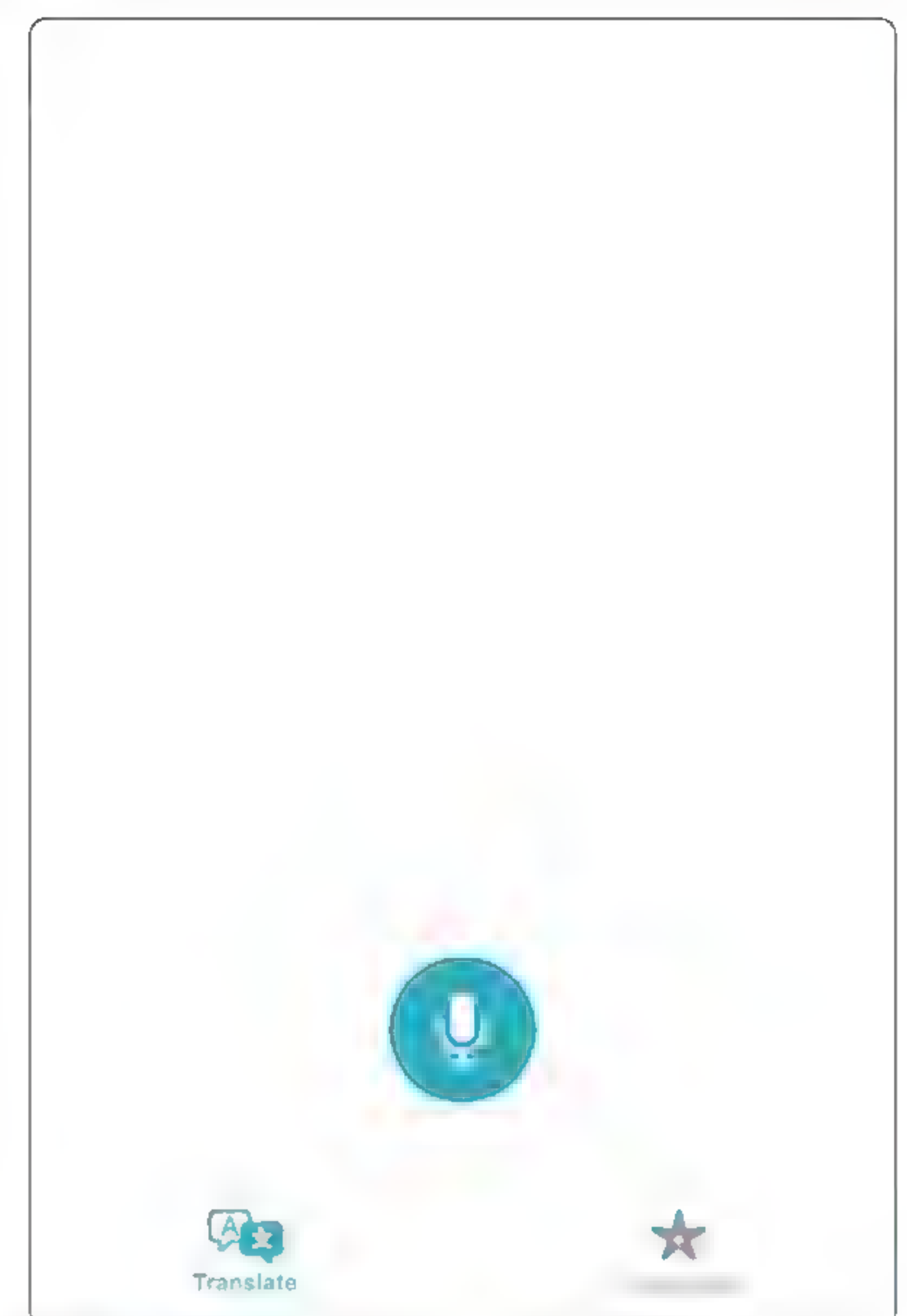
Using the Translate app



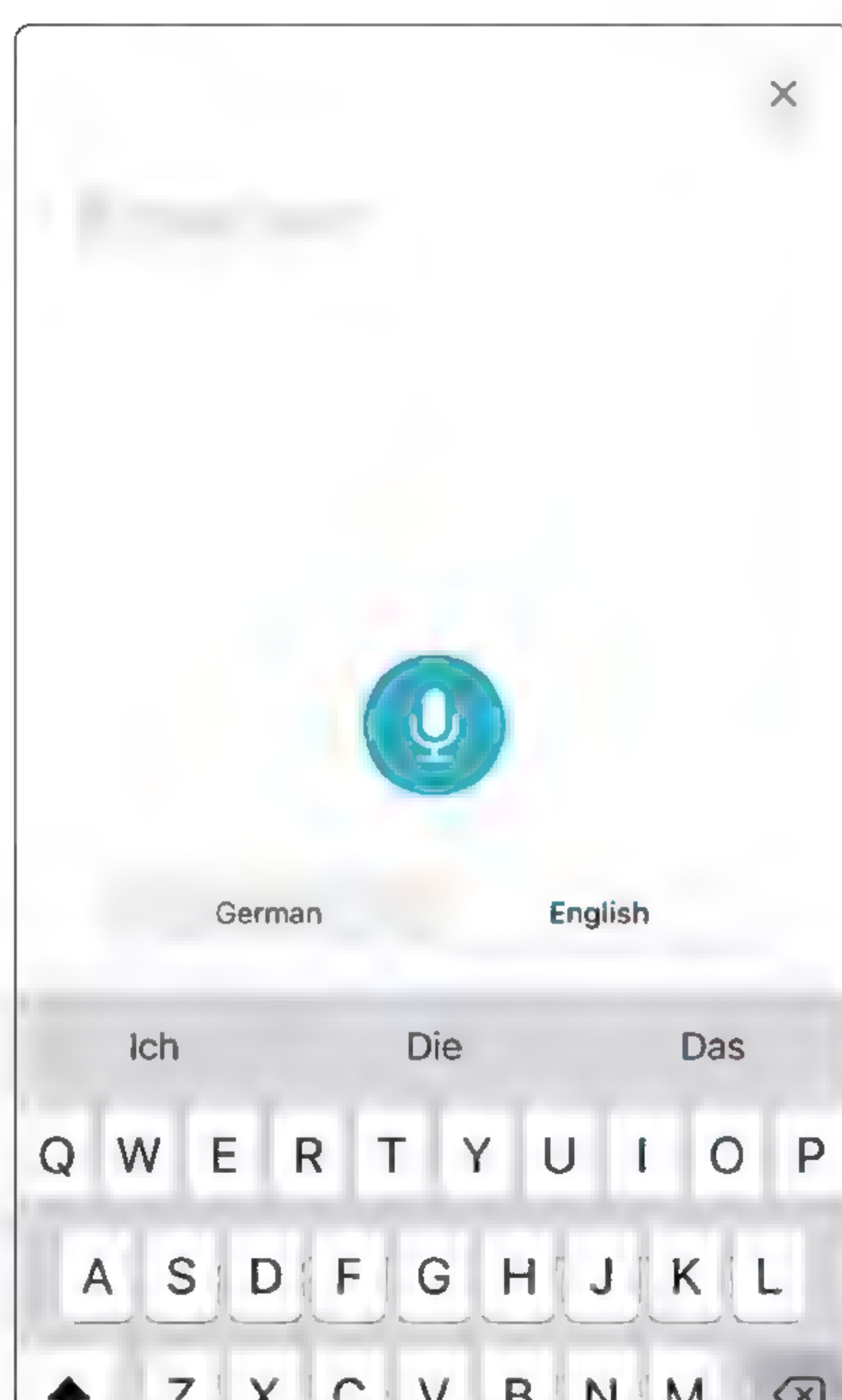
1 Tap one of the buttons atop the screen to choose one of the languages you wish to use, then do the same with the other. Recent languages are listed at the top of the screen and the currently chosen language is ticked.



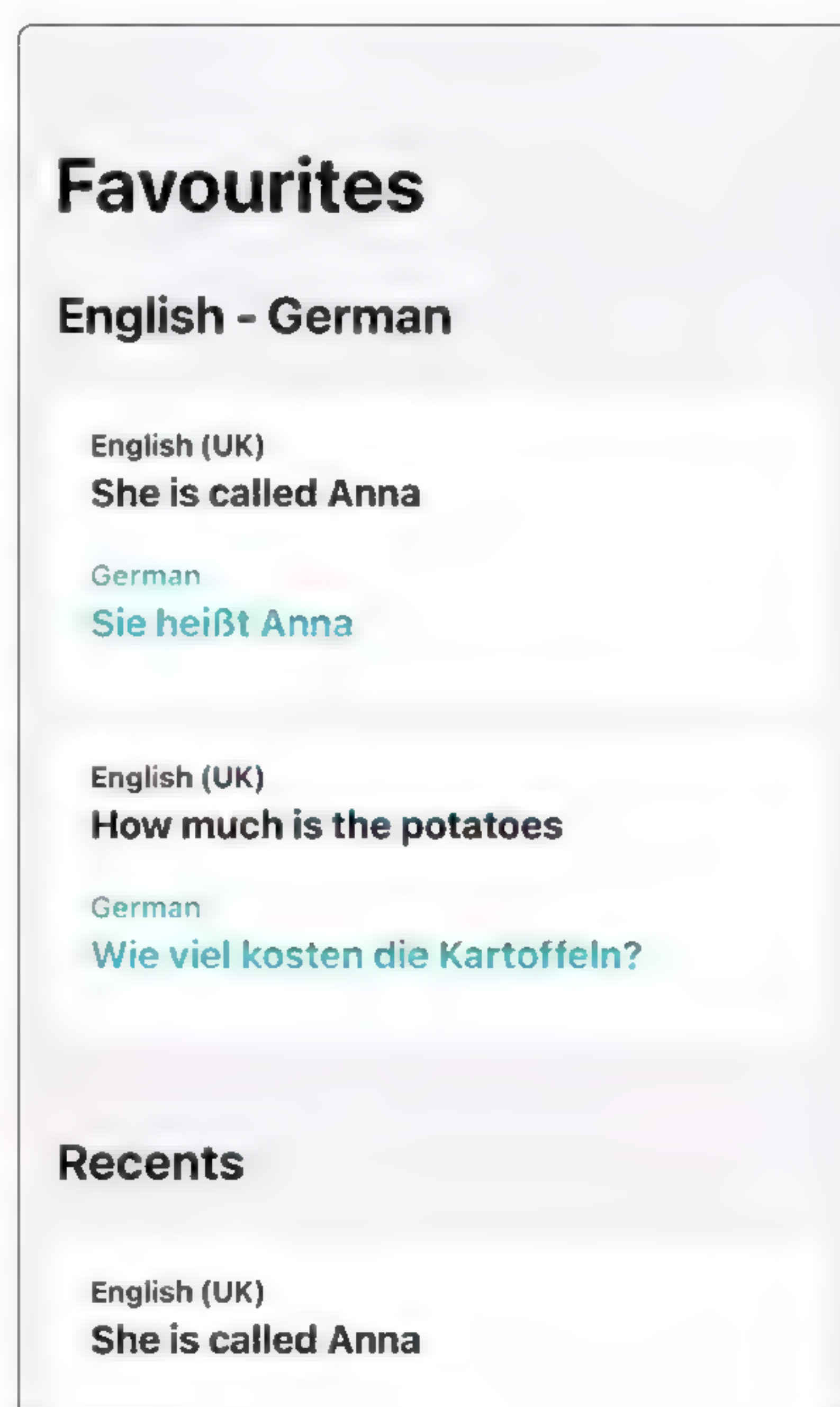
2 If you need to work offline, whether for privacy or because of a weak or absent Internet connection, while you're online scroll the languages list until you see the Available Offline Languages. To download one, tap its arrow icon.



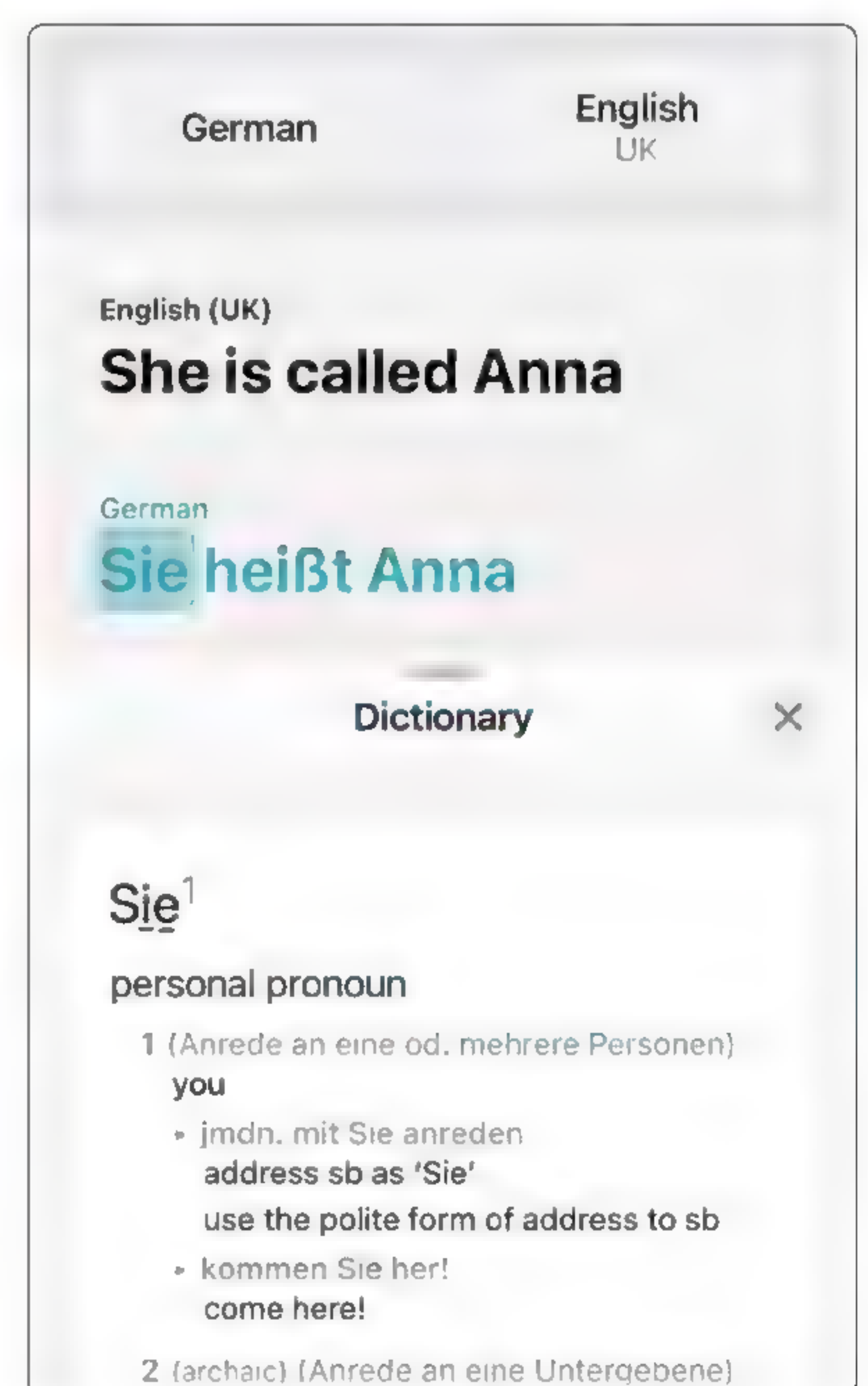
3 Having chosen your languages, tap the microphone icon at the foot of the screen and speak whatever it is you want to translate. The app listens to what you say, then offers a translation in text as well as reading it out loud.



4 Alternatively, tap where it says 'Enter Text' to bring up the keyboard. You can then type a word or phrase in your native language. This is also translated as text and read out as a spoken-word translation.



5 In the translation window, tap the Play icon to have it read out again or tap the star outline to add it to your favourite phrases. Tap the Favourites icon at the foot of the screen to review recent translations and your favourites.



6 Tap the book icon under a translation for the dictionary. Now tap on a word in your translation to have it defined and its grammar and usage explained. This is very useful if you're trying to learn a new language.



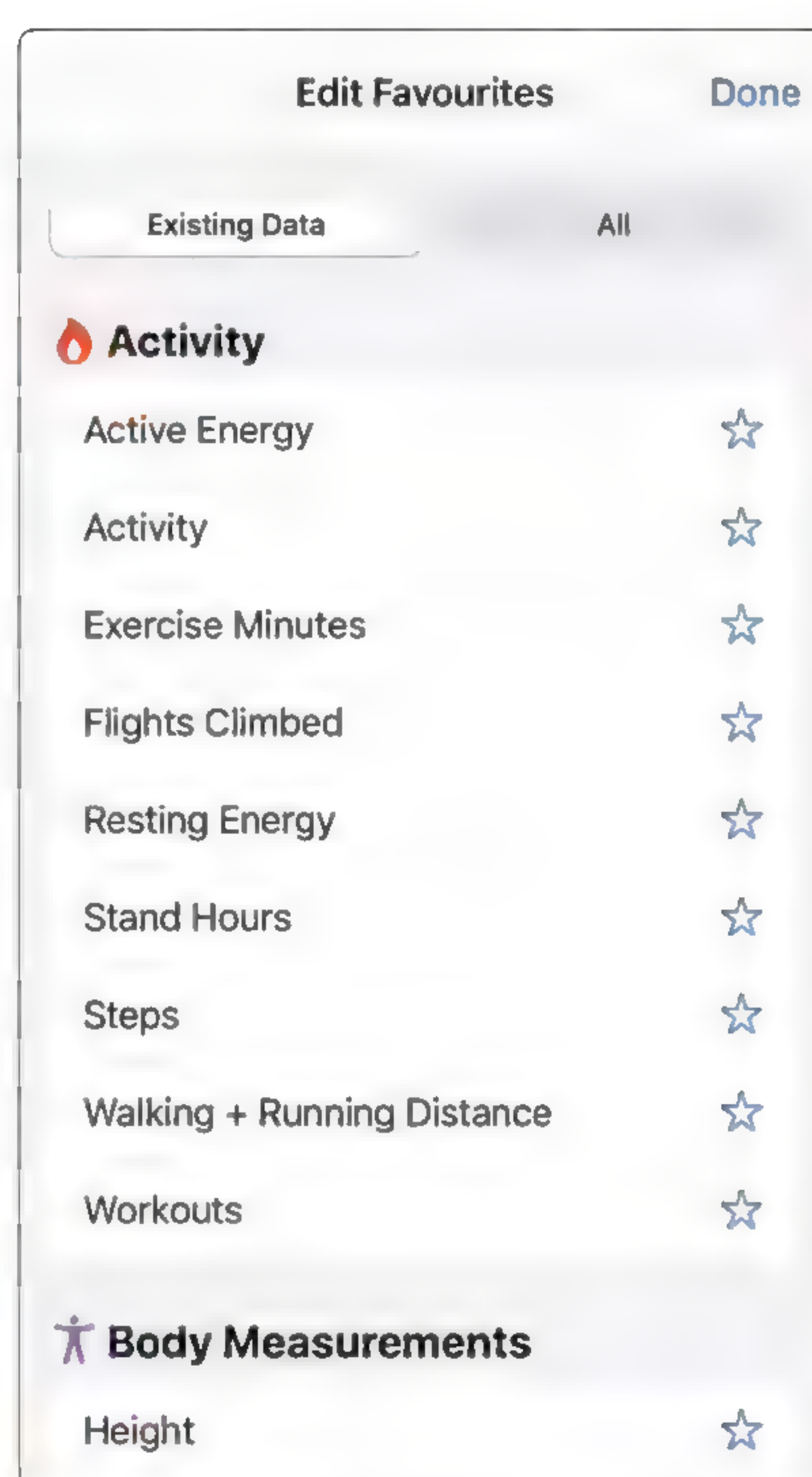
Health App

Keep Fit and Well

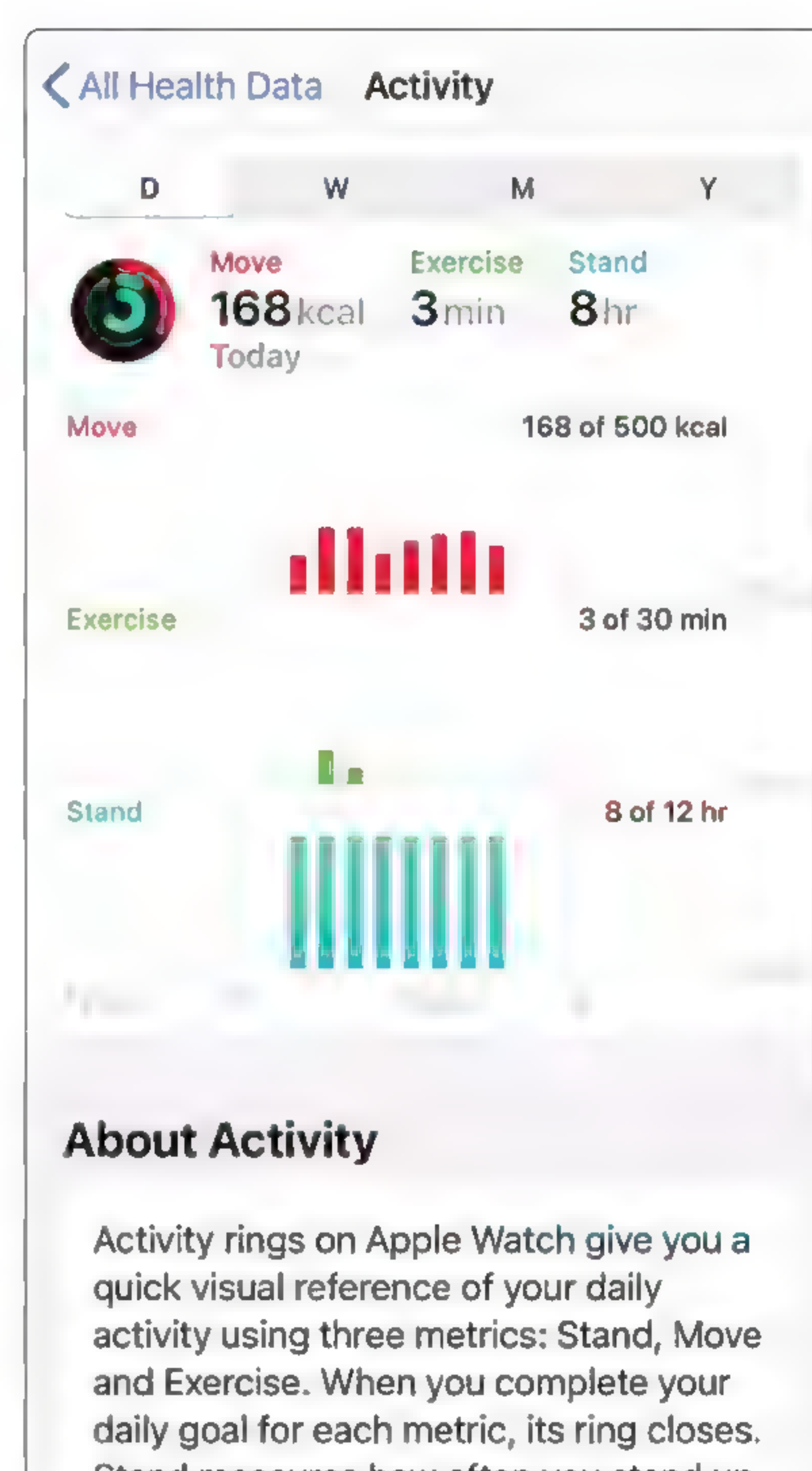
The Health app is great for keeping all of your personal medical information in one place; and for tracking your exercise and fitness regimes. You can store clinical documents too. If you have an Apple Watch, the Health app really comes into its own with fitness tracking in Activity, but it has plenty to offer even if you don't use Apple's amazing smartwatch.



1 First of all, set up your Health Profile. It should appear automatically the first time you open the app, but if it doesn't, tap the icon in the top right corner of the Summary screen and add your information and details. Tap Done when finished.



2 The main Summary screen, accessed by tapping the Summary icon at the bottom, starts with your Favourites. To configure, tap the Edit link and choose the items you want to use. Note the Existing and All tabs.



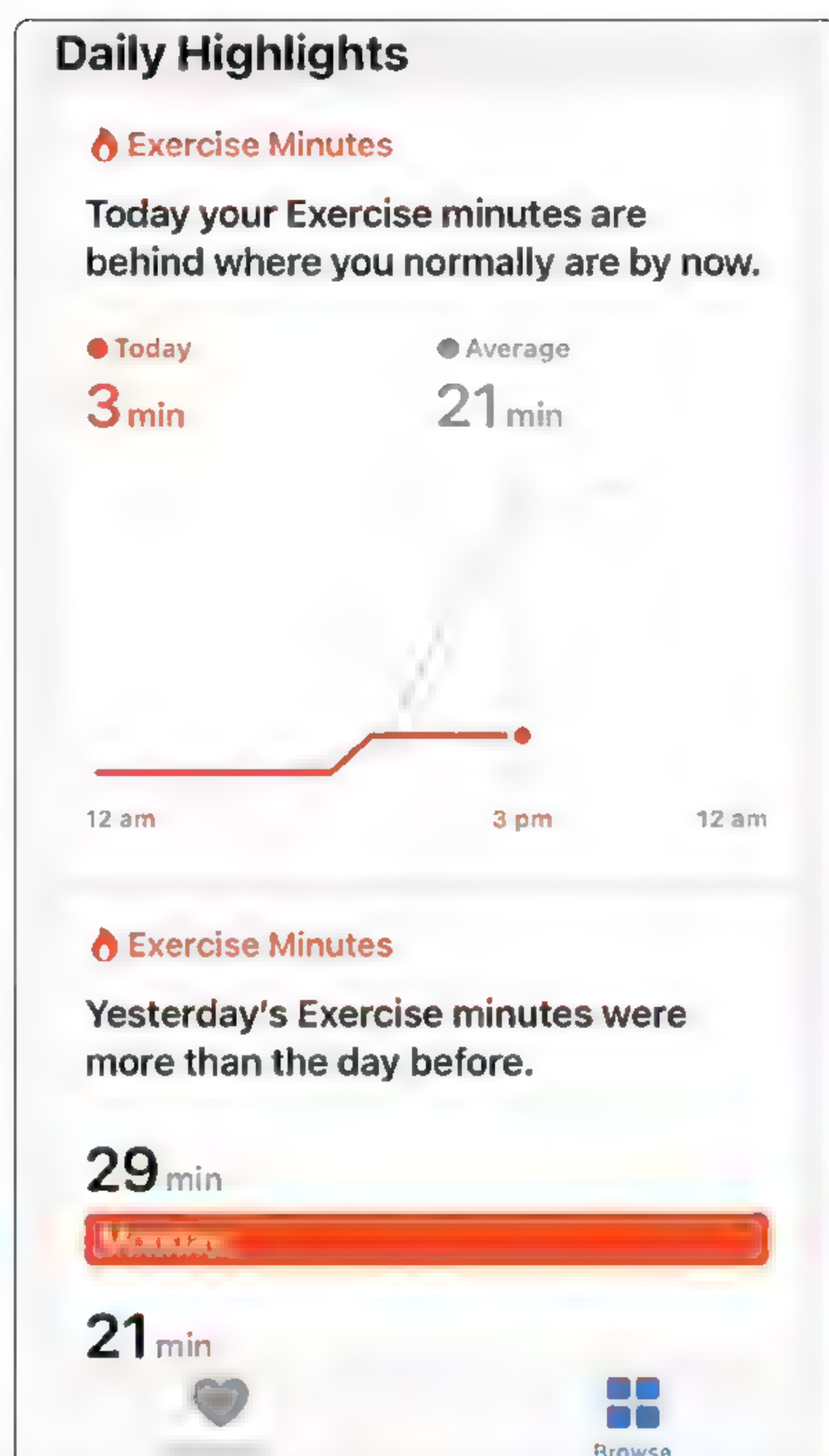
3 In the Browse tab, tap Activity and then Activity again for your Activity data, which is taken from your Apple Watch. It shows how you're getting on filling your rings today, and how your activity level compares over the last week, month and year.



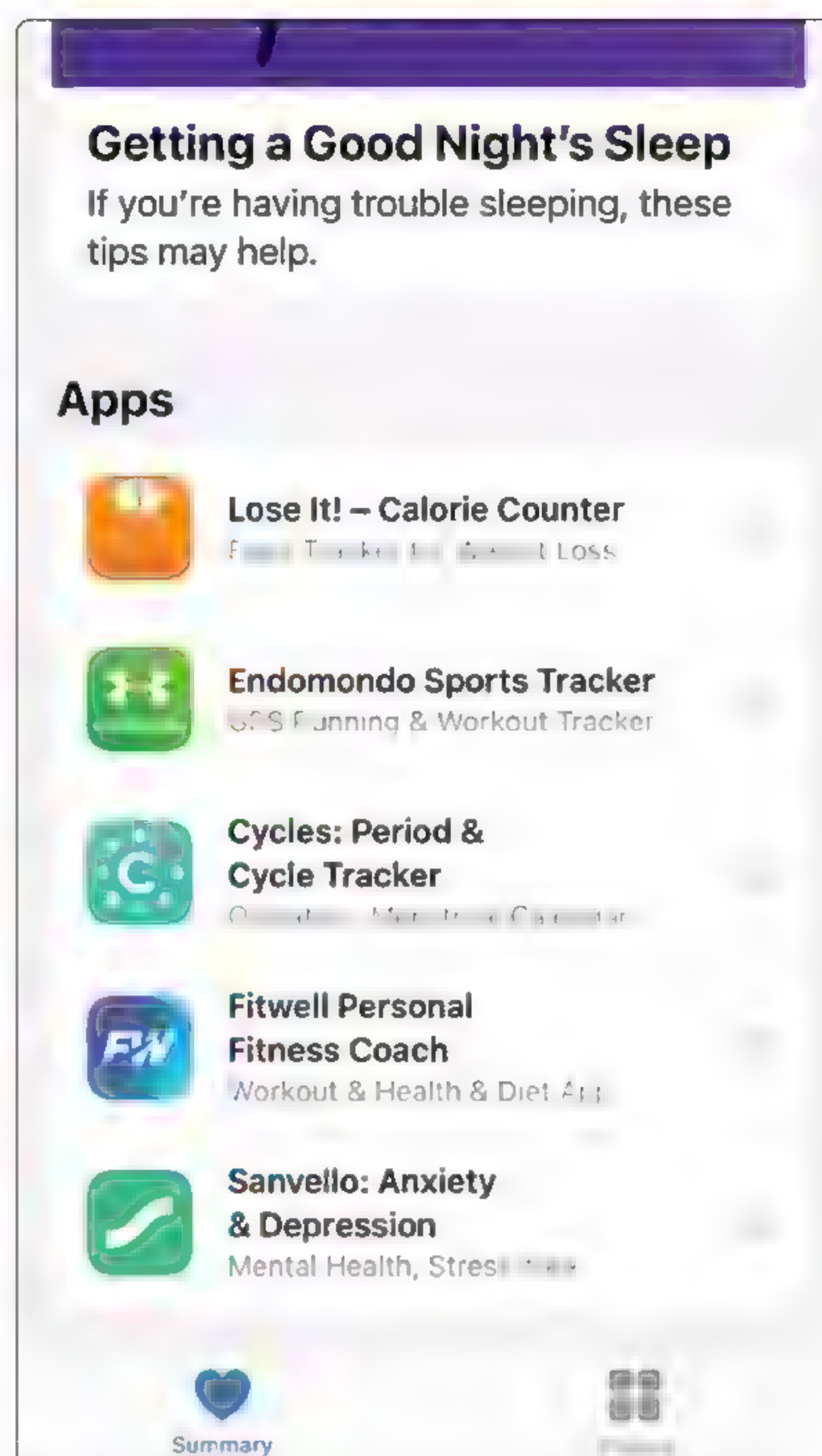
Set Up Your Medical ID

Medical ID.

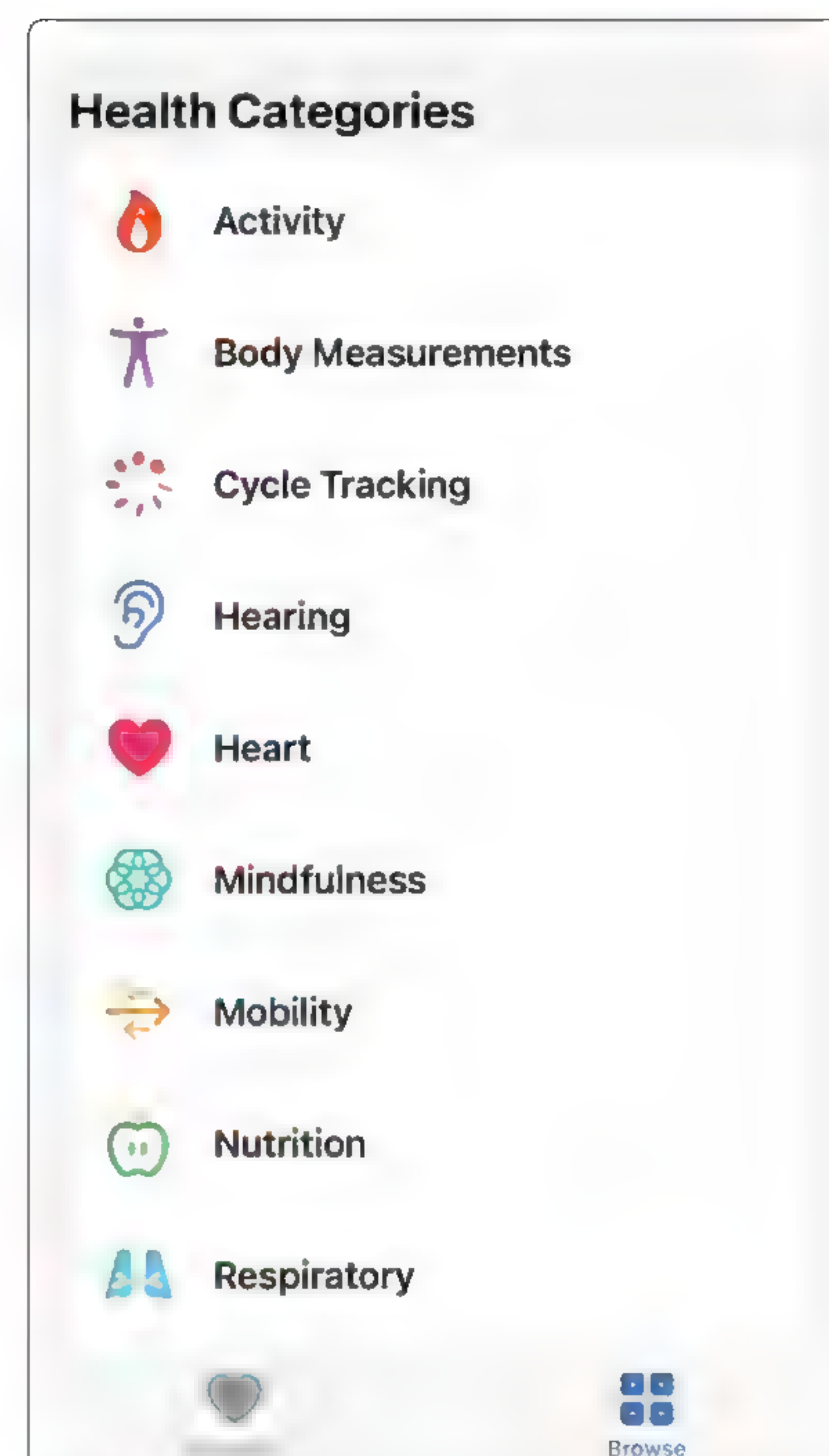
The Medical ID option, found by scrolling down the main Summary screen, is a great way of storing useful private medical information about you that might be used in an emergency. It can be accessed from the iPhone's emergency dialler when the phone is locked, so a doctor or an ambulance crew can retrieve it even if you're not in a position to unlock your phone yourself.



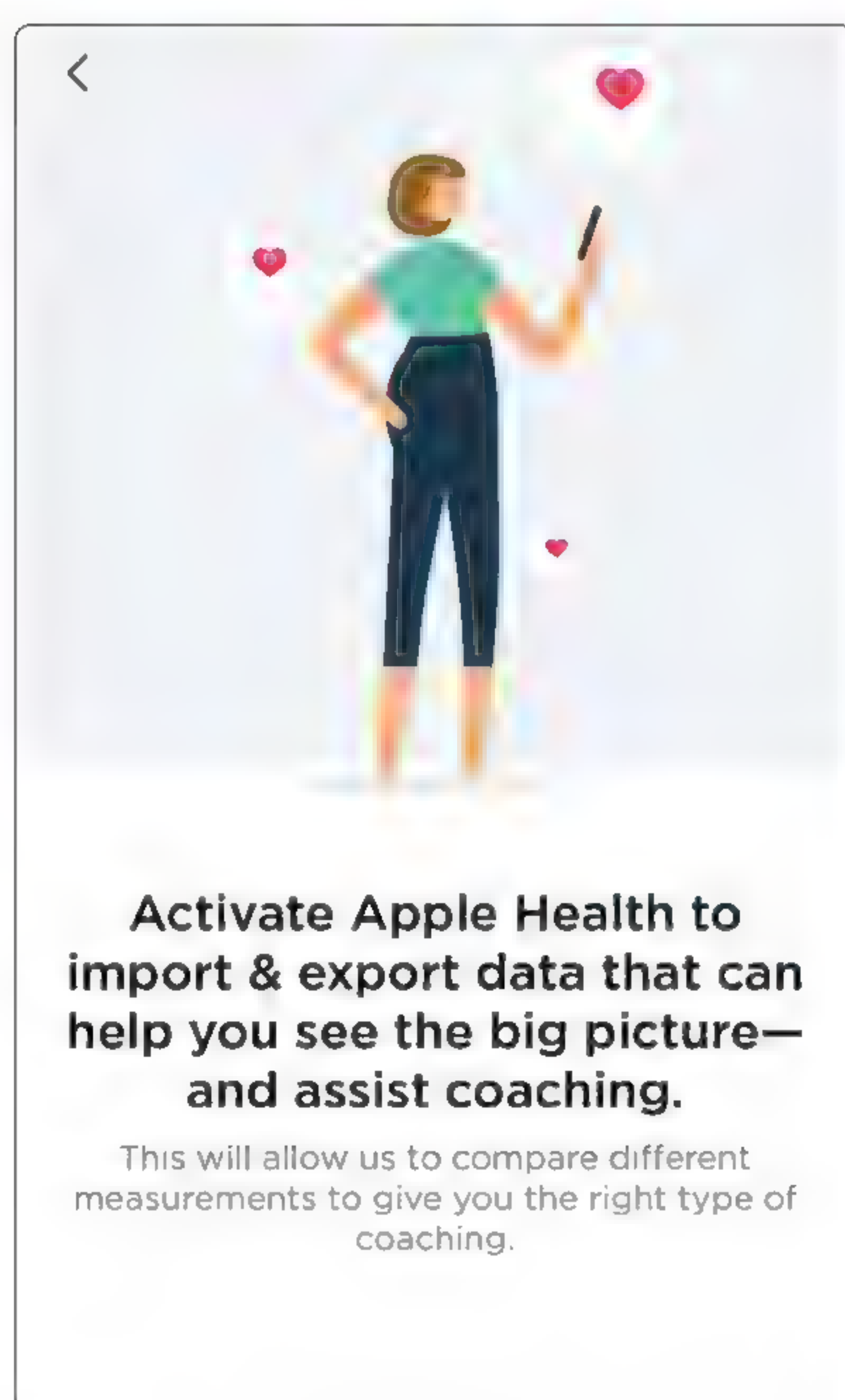
4 Further down, more highlights are offered, such as how many minutes you've been exercising, and how many flights of stairs you've climbed. Tap one for a more detailed analysis, and tap Show All for more info.



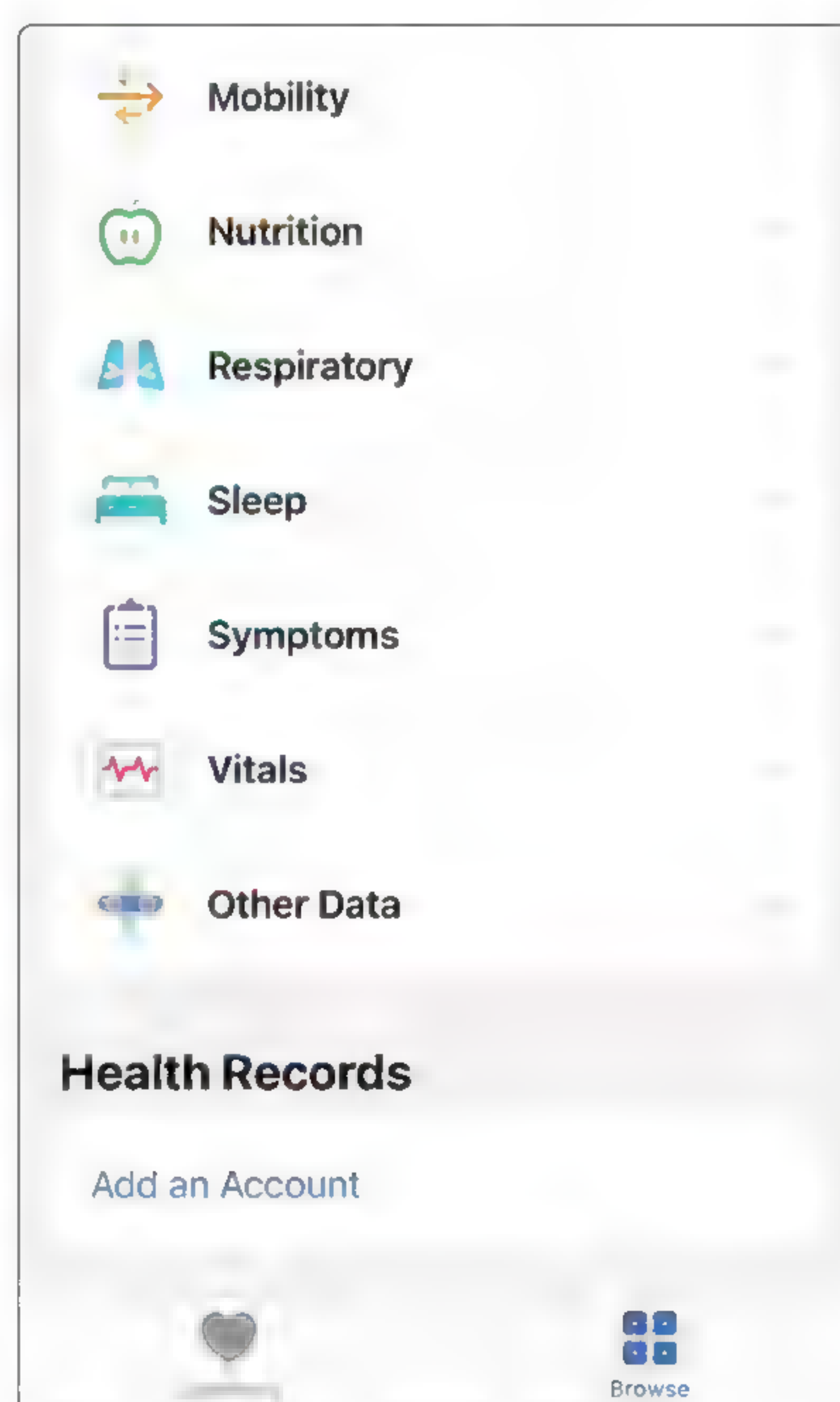
5 At the foot of the Summary screen is a list of apps that have relevance to, and can interact with, the Health app. Tap one to be taken to its page on the App Store, from where you can purchase it and download it to your iPhone.



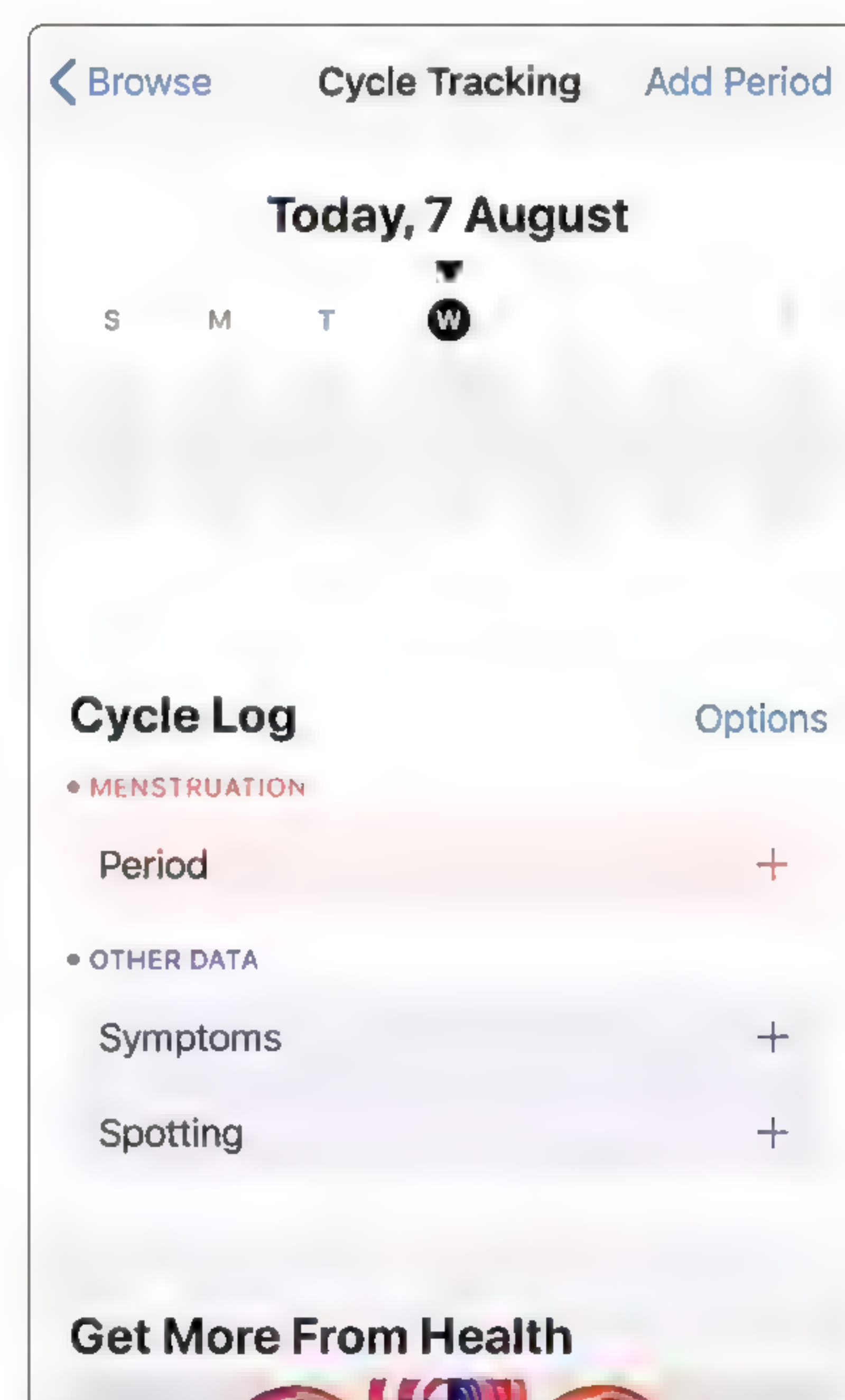
6 Tap the Browse icon at the foot of the screen for more health information and data. As you can see, they're arranged into categories, so you can easily find what you're looking for. There's also a search field available too.



7 If you have health peripherals such as smart scales, they might be compatible with the Health app. Open the device's own app, and see if Health is listed. If it is, configure what information the apps can share.



8 At the foot of the Browse window is a category called Health Records. If your healthcare provider makes such data available, you can add them to the Health app here. This feature isn't yet available in all territories.



9 Another feature found under the Browse tab is Cycle Tracking, for women to use to analyse their menstrual health and predict the date of their next period. The app can send notifications, and also predict fertile times too.



Activity App For Keeping Fit

The Apple Watch is an amazing fitness tracker and you can use it with your iPhone to keep track of your exercise regime. The Activity app on the watch and the iPhone keep track of how active you are.



1 This is the main page of the Activity app and it shows you a summary of your recent activities. It also shows you today's date.

2 The Activity section features information drawn from your Apple Watch. It starts afresh each day, so what you see are today's figures.

3 Here you can see how many calories you've used up today, how many minutes you've spent exercising and how many times you've stood up and moved around for at least two minutes.

4 This is the same information discussed in '3', but represented as part-completed rings. You can set up your Apple Watch to display these rings on the watch face if you wish.

5 Your recent workouts are displayed here. Again, the information is gleaned from your Apple Watch. Workouts might include walks, runs, cycling, rowing machines and more.

6 Scroll the screen up to see your Trends, which shows how your exercise regime is improving or falling back over time and Awards won by completing workouts.

7 The Summary icon takes you to this screen.

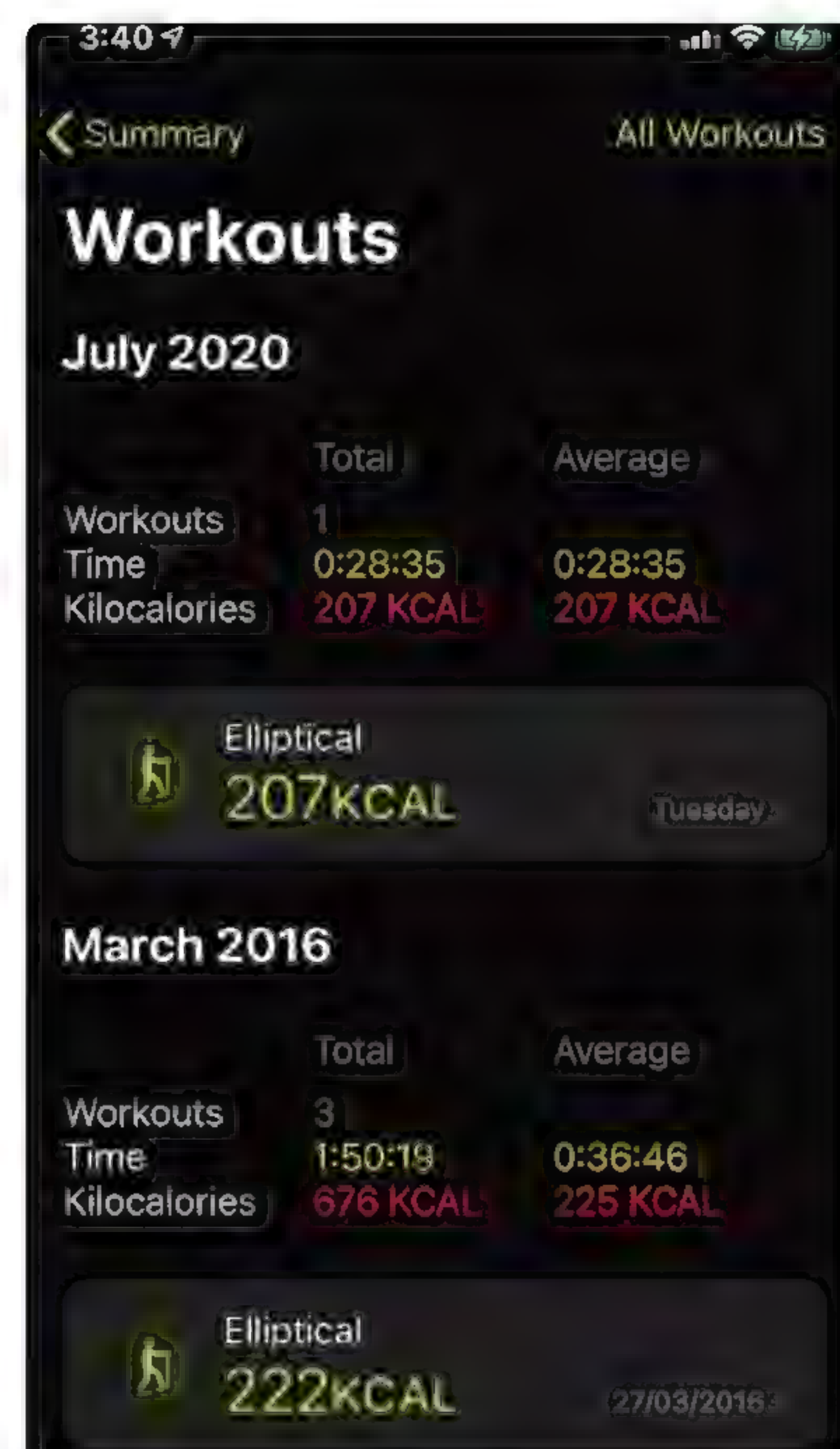
8 If you want to share your Activity information with someone else, tap here and follow the on-screen instructions. It shows a summary of your activities, including where you are with your rings, your workouts and more.

Needs More Data.

Tap the Trends tab, then scroll up and you might see categories that aren't recording information. This might be because you haven't carried out enough workouts in the category in question, or your Apple Watch is too old. For example, Flights (how many flights of stairs you've climbed) needs an Apple Watch Series 3 or later.

Needs More Data

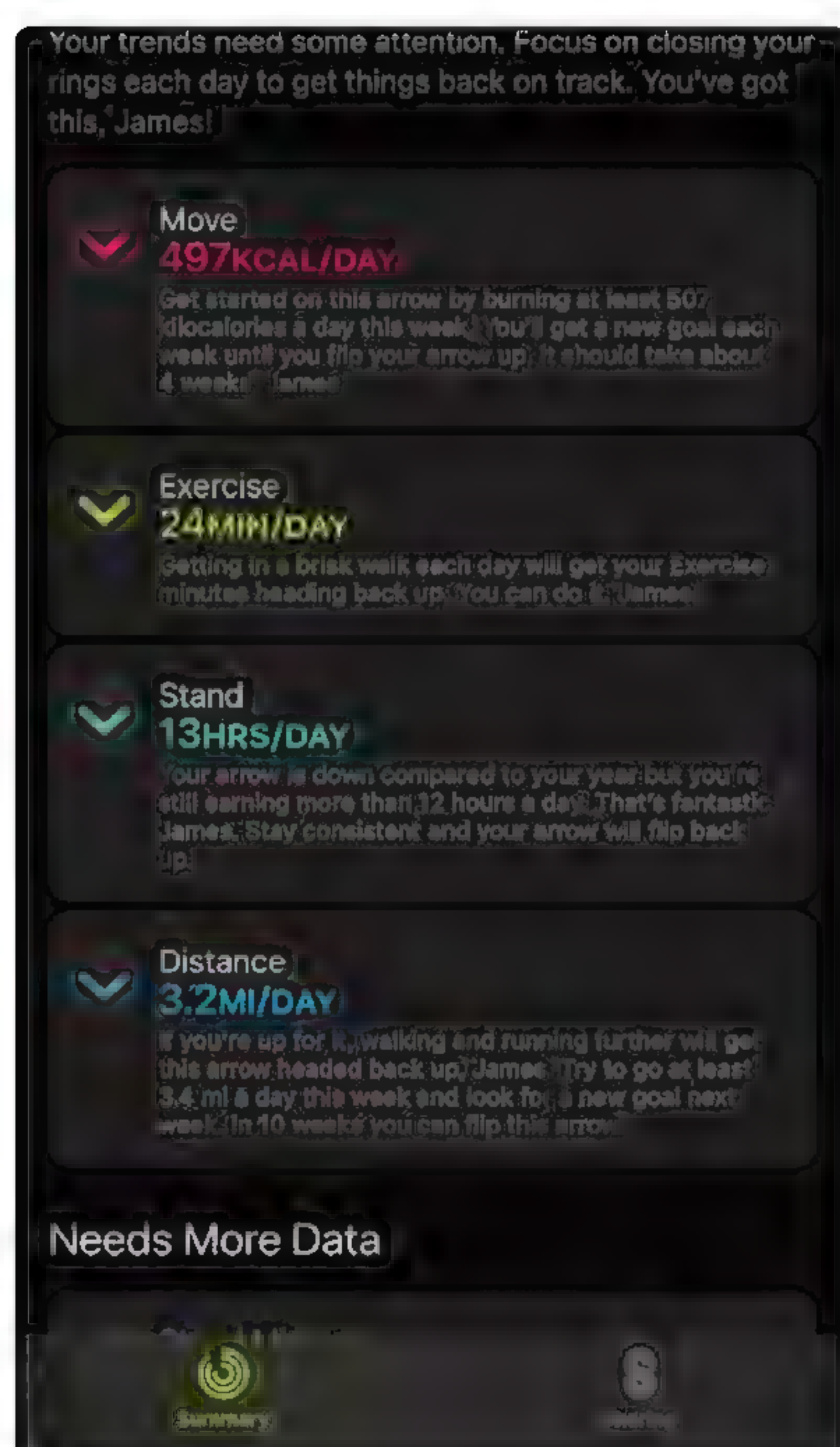
- Flights**
-/-FLT/DAY
Represents the flights of stairs you've climbed each day.
- Stand Minutes**
-/-MIN/HR
This is the average number of minutes standing and moving during the day.



1 When you buy an Apple Watch and pair it with your iPhone, the Activity app automatically syncs between the two devices. Information recorded on your Apple Watch can then be reviewed on your iPhone's Activity app.

2 Open the Activity section to see how much exercise you've done. Your Move, Exercise and Stand goals are shown as rings, which close as you go. Tap the icons across the top to see your exercise data throughout the week.

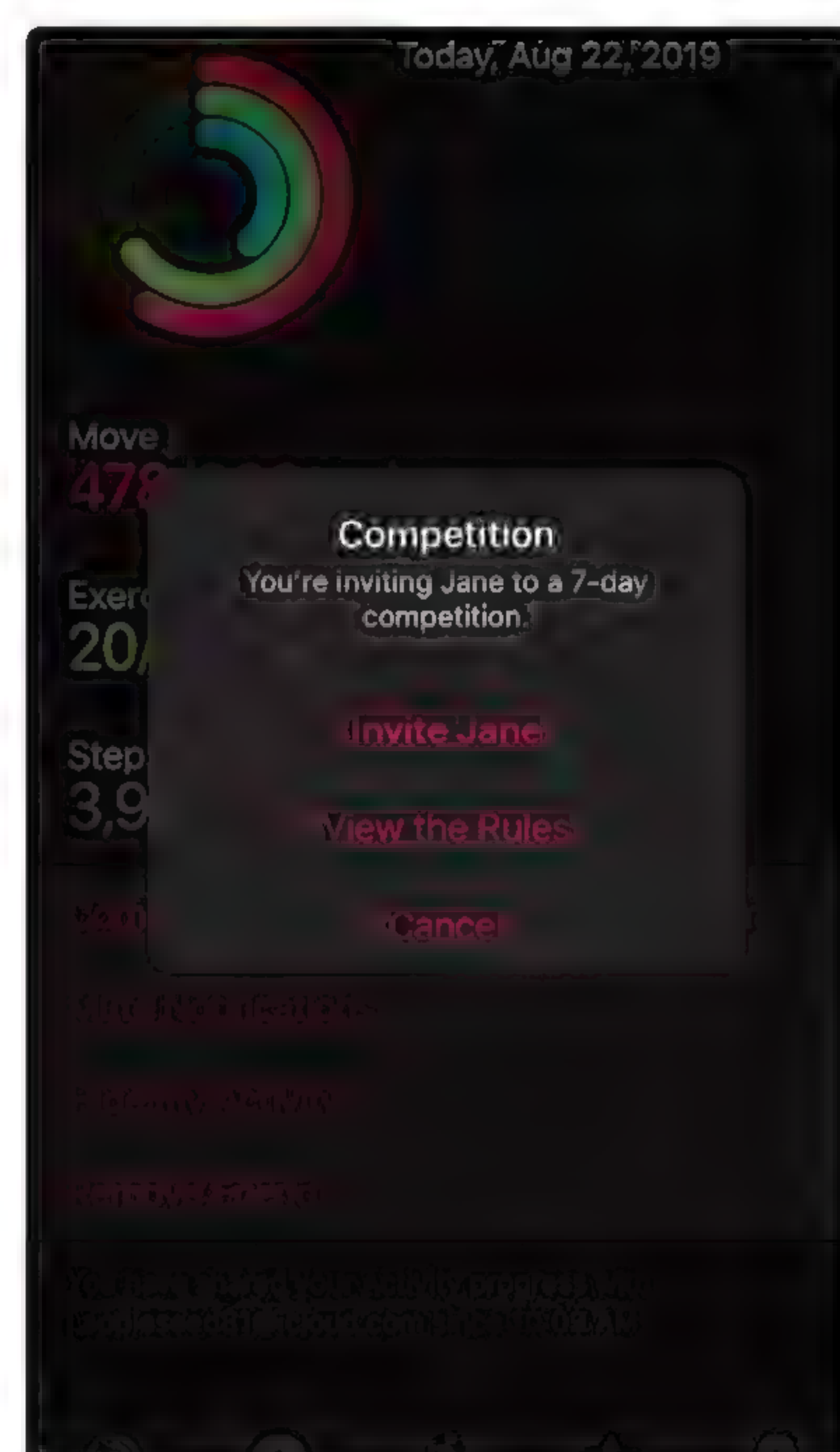
3 Tap Show More next to Workouts to see how your most recent sessions went. You can review your average and total time and calories ratings, and if you tap an individual workout, you can see even more details..



4 The Trends feature lets you see whether your exercise rates are going up or down over the last 90 days. You can see whether you're maintaining or improving your active life or falling behind your previously earned stats.



5 Go to the Awards section at the foot of the main screen and you can see various awards and medals, which you can earn as you exercise. It's a great way of setting a goal for you to aim at as you pursue your active life.



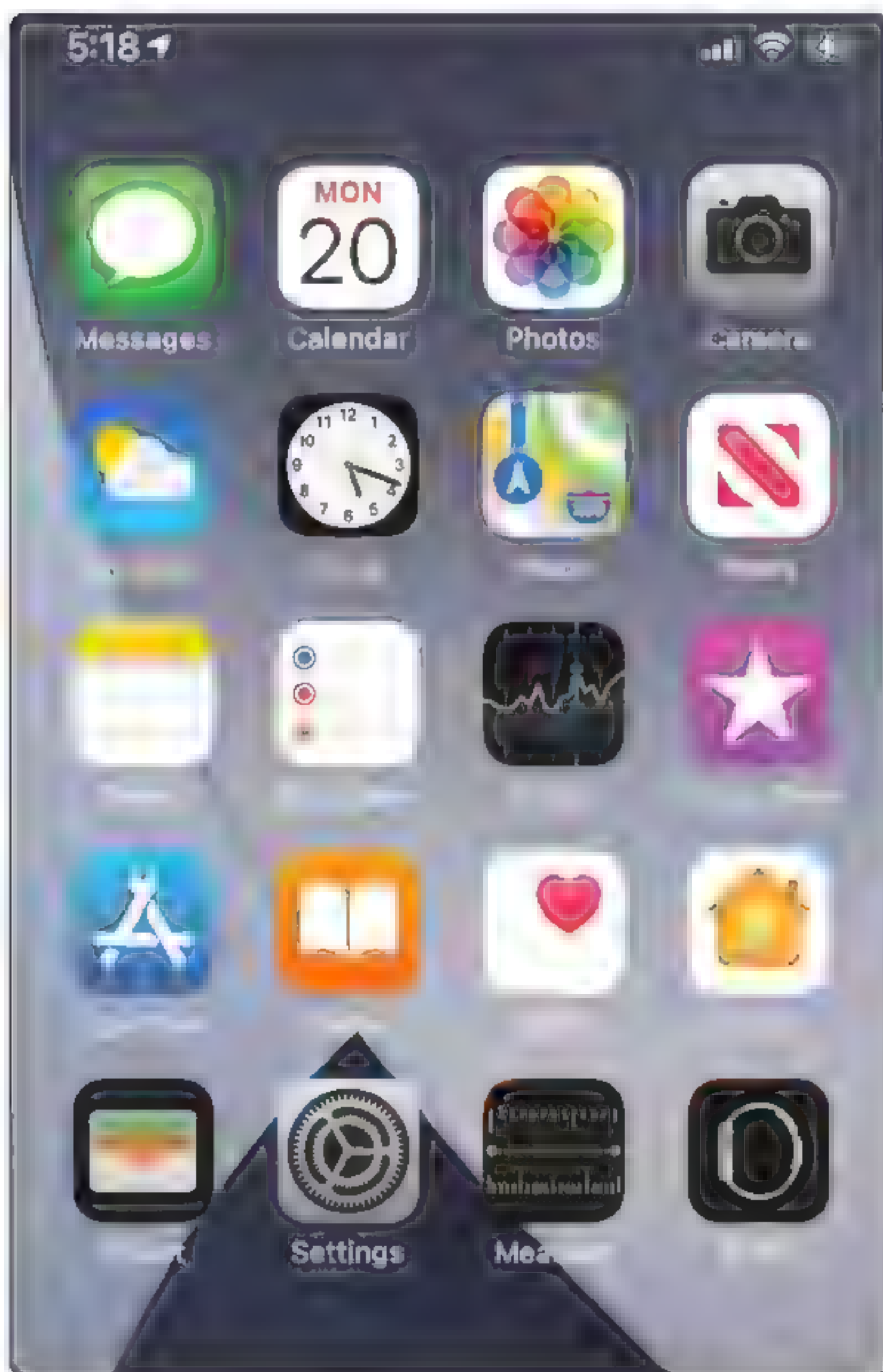
6 To share activity information, tap the Sharing icon, tap '+' and invite friends. They need to accept. If you have at least iOS 12 and watchOS 5, you can challenge your friends to exercise competitions too.



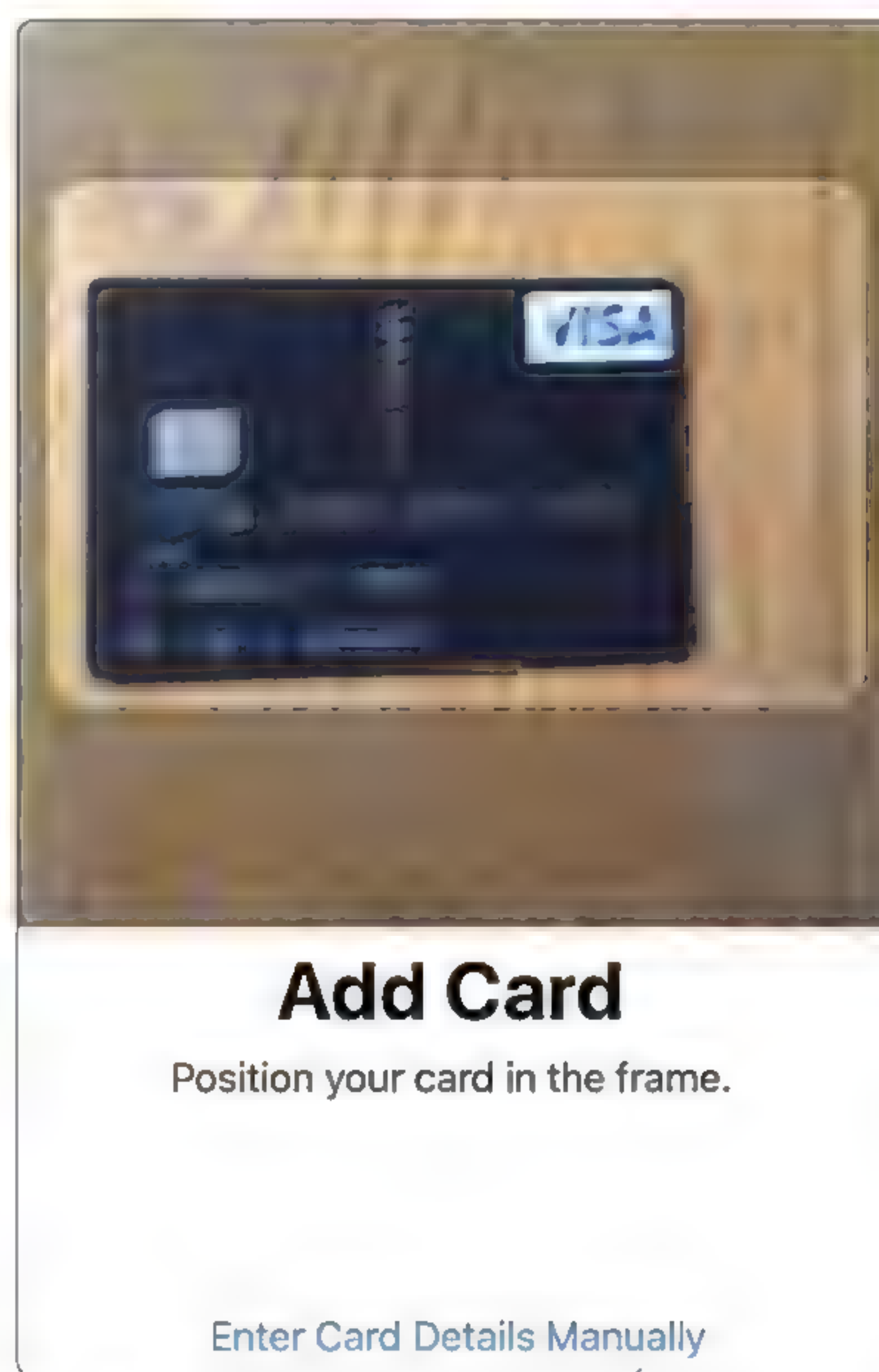
Wallet App Plus Apple Pay

With Apple Pay, you can leave your wallet at home and shop with your iPhone! Instead of picking through your purse or wallet trying to find the correct credit card, you can store your payment cards on your iPhone 6 or later versions and use them to make payments at the tills. Here's how to set up and use this exciting new Apple easy payment service.

How to store credit and debit card information



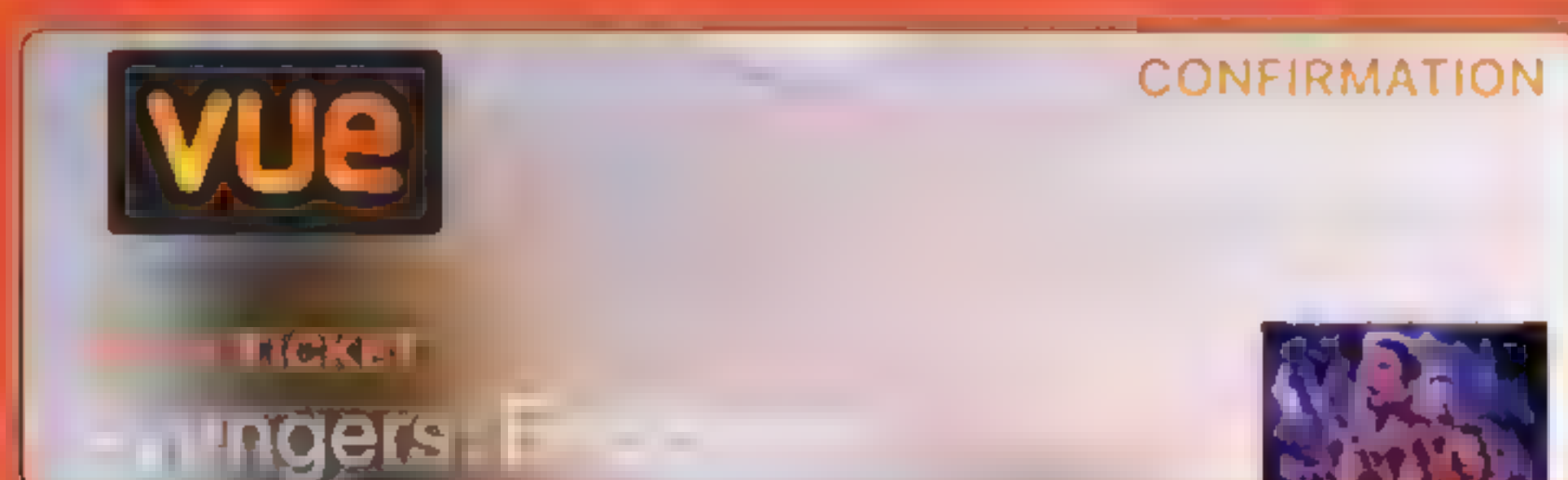
1 To use Apple Pay, you need at least an iPhone 6, 6 Plus or SE; or an Apple Watch connected to a compatible iOS device. Apple Watches are compatible with the iPhone 5 or later, including the iPhone SE and require at least iOS 8. You can make Apple Pay payments online with an iPad Pro, iPad Air 2 or an iPad Mini 3.



2 Credit or debit cards are added to Apple Pay through the Wallet app. To add a new card, use your iSight camera to take a photograph of the card in question. Just keep it in the frame as advised on screen, and the card is photographed and its information stored. Or type the information in manually.

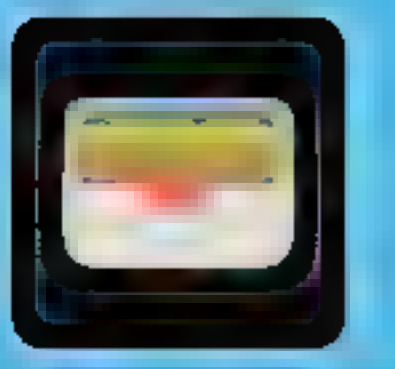


3 Your credit and debit cards are then stored in Wallet, ready to use with Apple Pay. You can add the credit or debit card from your iTunes account simply by typing in the card's security code. The first card you enter becomes the default payment card, but you can change this in Settings if you wish.

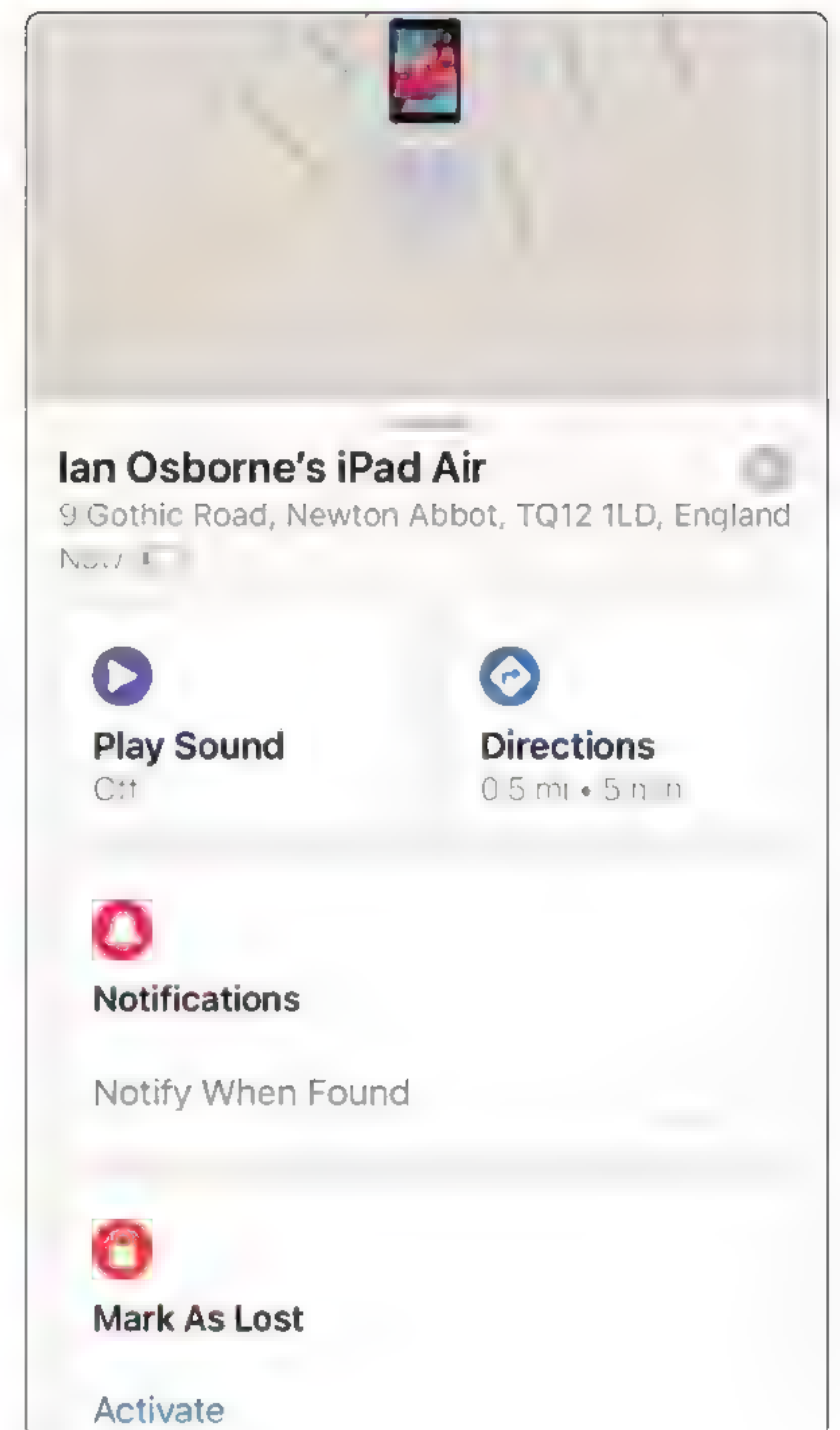
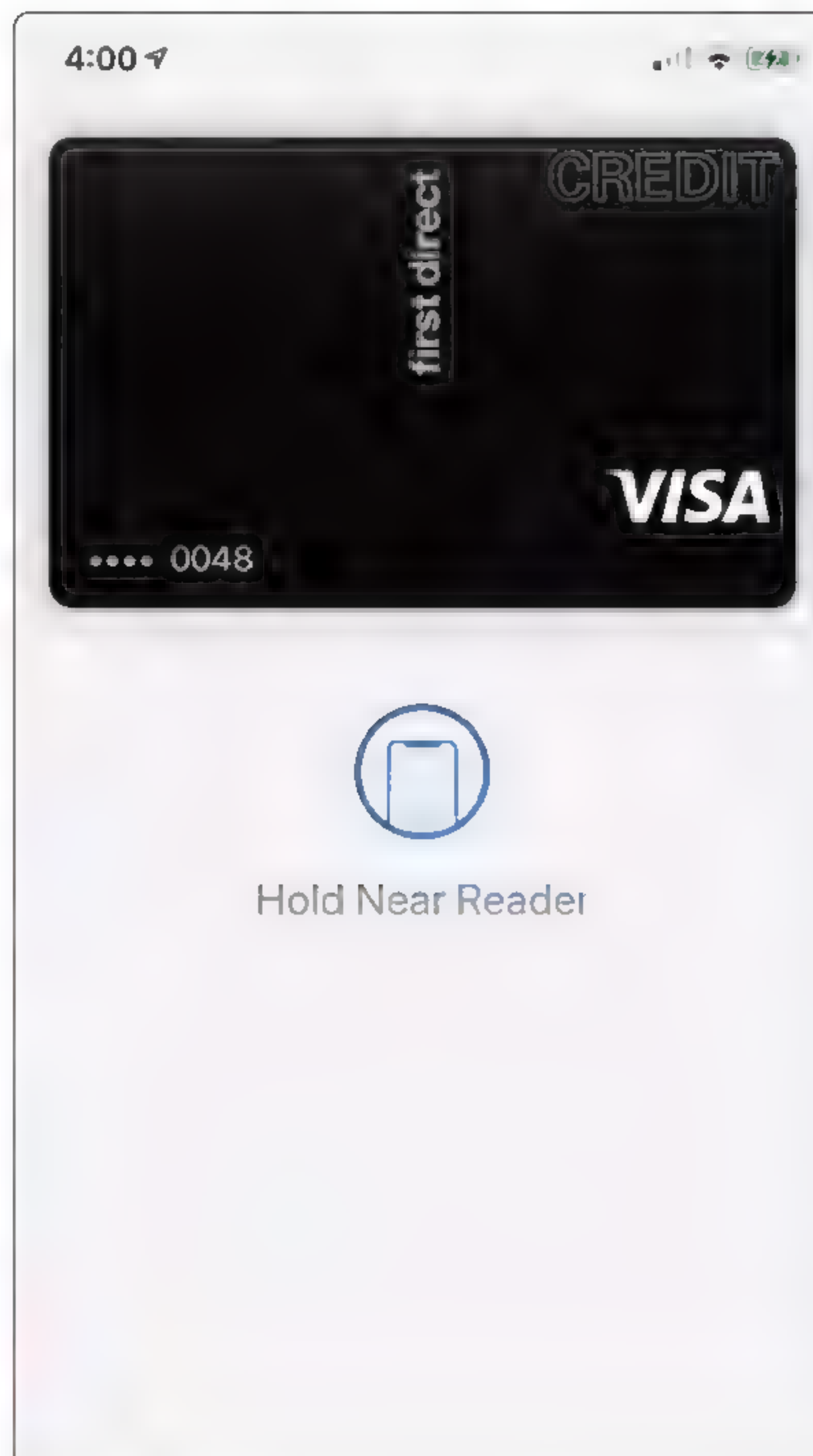


e-Tickets.

Some places, like airlines and movie theatres, offer e-tickets. These can be emailed directly to you and stored on your iPhone. When you need them, you simply open the app and your e-ticket can be shown.



Using Apple Pay on the iPhone

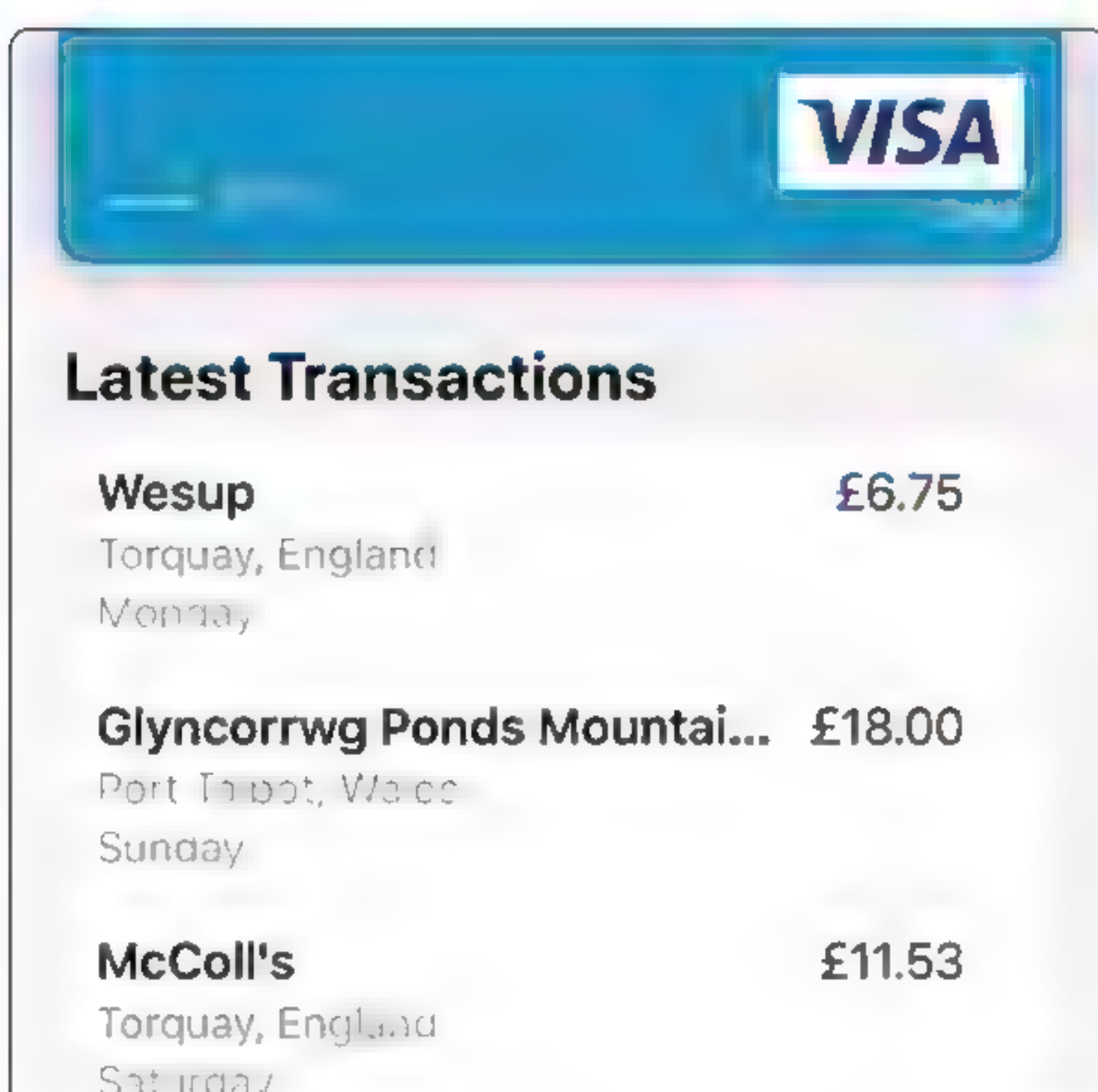


1 After you've registered your payment cards, to use Apple Pay, wave your iPhone over the contactless payments reader. On an X-series iPhone, use Face ID to confirm your identity, but with earlier iPhones, hold your finger on the Home button so your identity can be confirmed using the fingerprint scanner.

2 There's no need to open the Wallet app to use Apple Pay. You don't even have to unlock your iPhone; the service works even if it's in sleep mode and the display is blank. You do not have to look at your screen to know the payment has been accepted either. It's confirmed with a vibration and a beep.

3 Apple Pay is private and secure. Apple doesn't store details of your transactions, and recent purchases are available for you to review in your Wallet app. If you lose your iPhone, you can suspend Apple Pay using the Find My app on a compatible device. Simply tap Mark as Lost.

More Wallet features



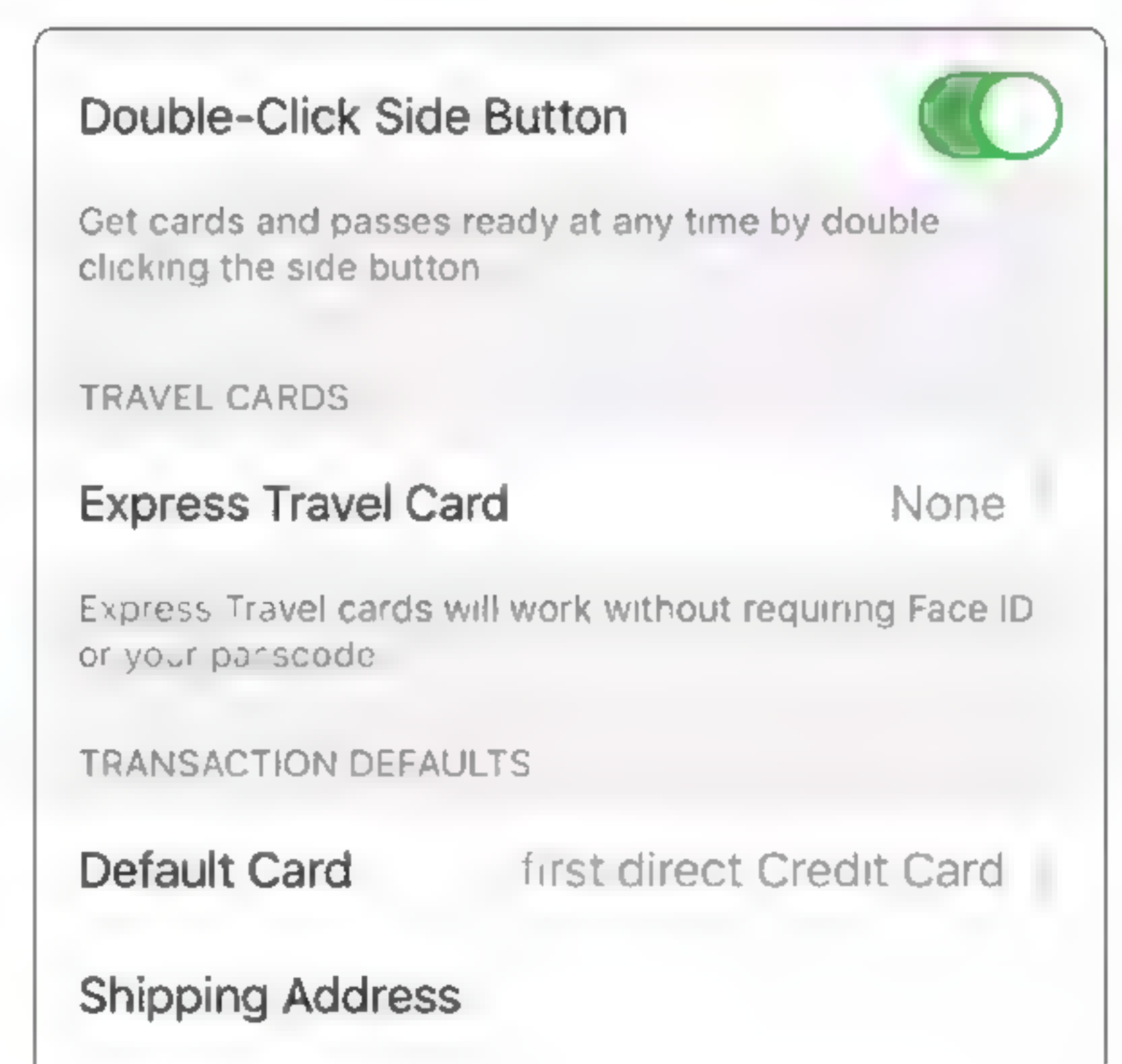
Transactions

Tap a card, and transactions you've made with that card are listed underneath. Not every bank issues this information, but if yours does, you can see both what you've spent and where, using the Apple Pay service.



Multiple cards

If you have more than one card stored in Wallet, the app pays with the default card. To pay with a different card, open the app and tap the card you want before presenting your iPhone to the Apple Pay reader.



Settings

In Settings > Wallet & Apple Pay, you can configure the feature to suit your needs. Set up an Express Travel Card for travel terminals, choose your default card, change your shipping address and more.



Music App

Enjoy Your Sounds

With the Music app and a subscription to Apple Music, you can stream tunes over the Internet to your iPhone. Choose from an amazing library of over 50 million songs, with no limit to how many you listen to.

Music in Focus



1 This is the main page of the Apple Music streaming service, where albums, artists and playlists tailored to your tastes are suggested for your listening.

2 Tap here to see your account details. You can change your username to a specific Music app nickname, choose more of your favourite artists, replace the silhouette with a photo and add some personal details.

3 A radio station built around songs Apple Music thinks you might like. Tap it to play. You can scroll the page to see more playlists, suggested artists, recently played music and more.

4 The mini-player shows the track you're currently playing. You can tap it to expand it to full-screen size, with all the usual audio controls available to use.

5 You can use the skip track and pause/play controls here without having to open the mini-player first.

6 The Listen Now page is accessed here. This is your gateway to the Apple Music streaming service. It's this page we're looking at in this annotation, which is why it's coloured red.

7 Tap this icon to get to Apple Music's Browse page, where you can check out the songs and albums that have recently been added to the Apple Music service.

8 Tap here to access Apple Music's radio stations, including Apple's exclusive Beats 1 station. Radio programmes are streamed over the Internet.

9 Your own music library. Music you've bought from iTunes, ripped from your CD collection or downloaded using the Apple music streaming service is found here.

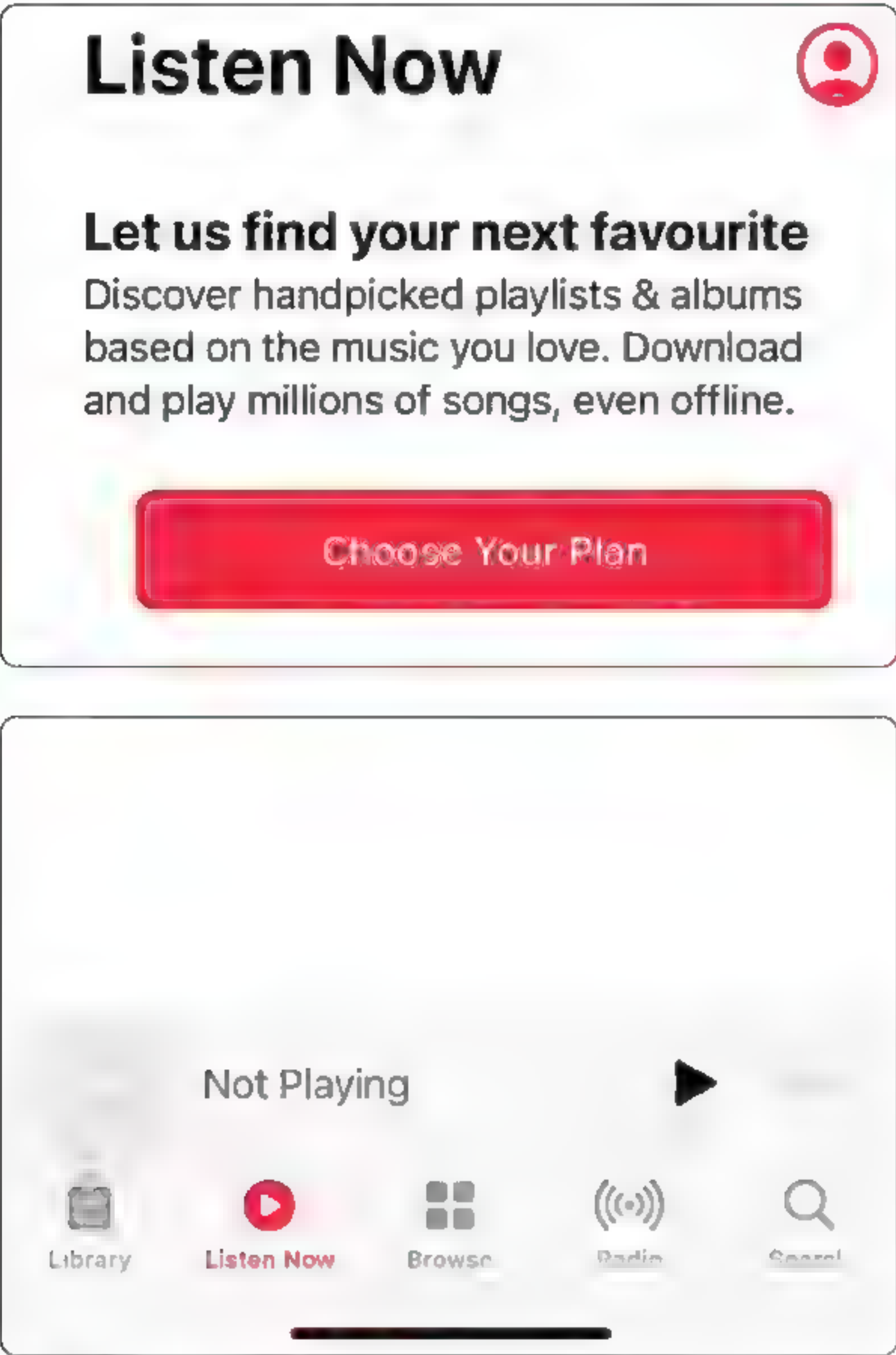
10 The useful search facility. Look for artists, albums and songs. It searches both your own music library and the Apple Music service.

Turn on Apple Music.

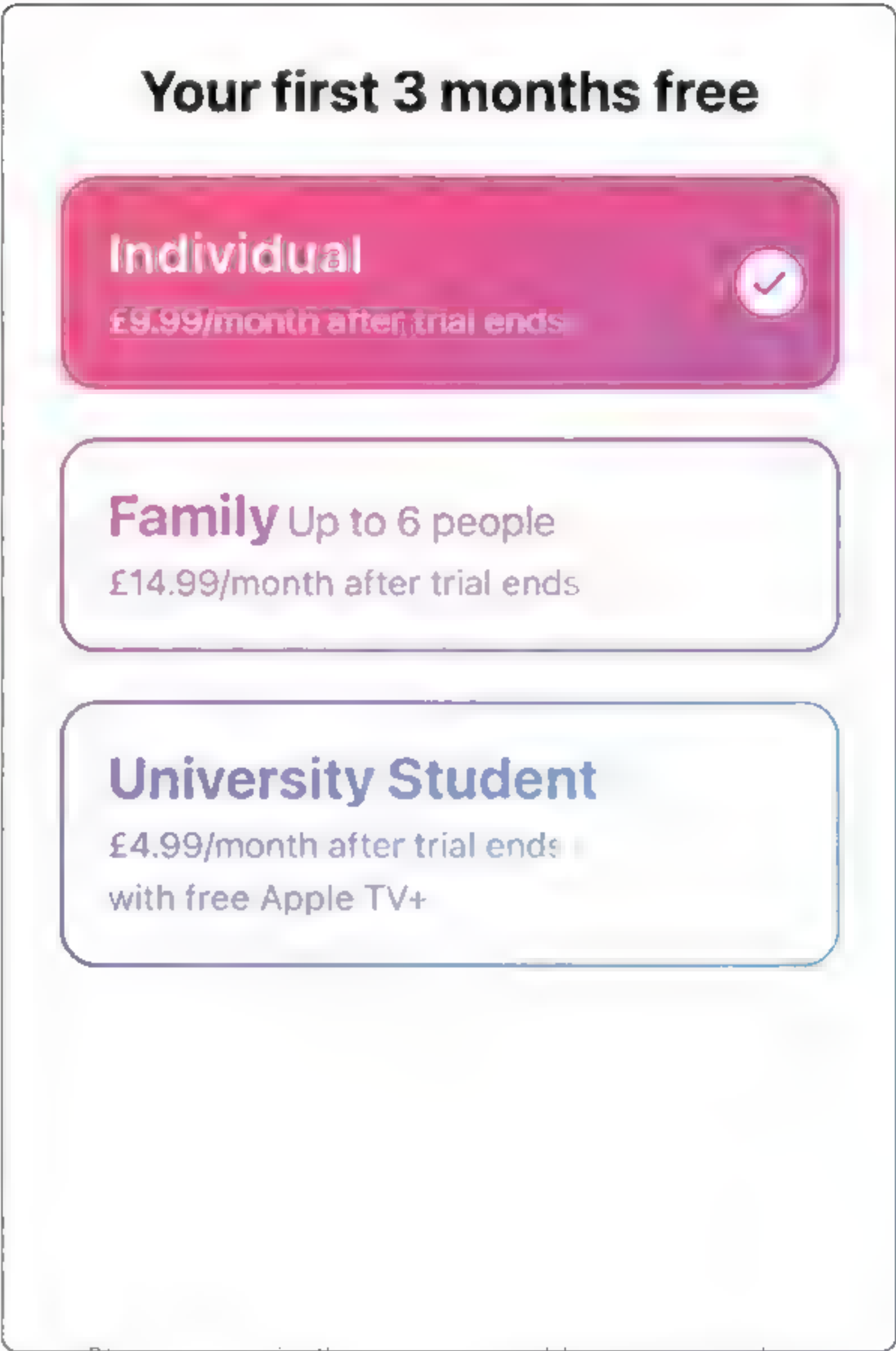
If the Apple Music icons aren't in your Music app, go to **Settings > Music** and tap the switch marked 'Show Apple Music'.



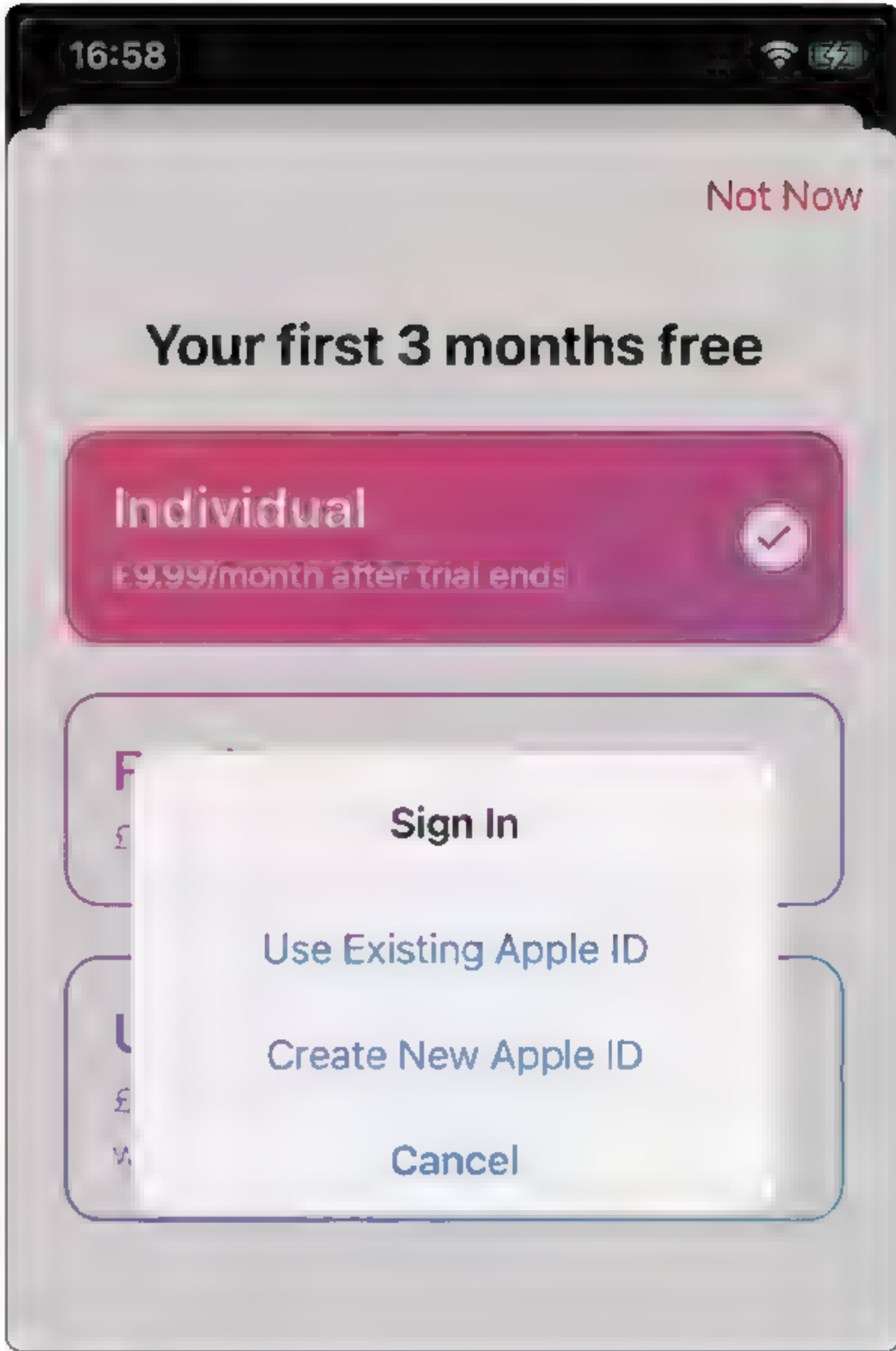
Getting started with Apple Music



1 Tap the Listen Now icon found at the bottom of the screen and tap the Choose Your Plan to begin the sign-up process for the Apple Music service. You get your first three months of Apple Music for free but if you decide to remain a member after this initial trial period, you're charged a set monthly fee.



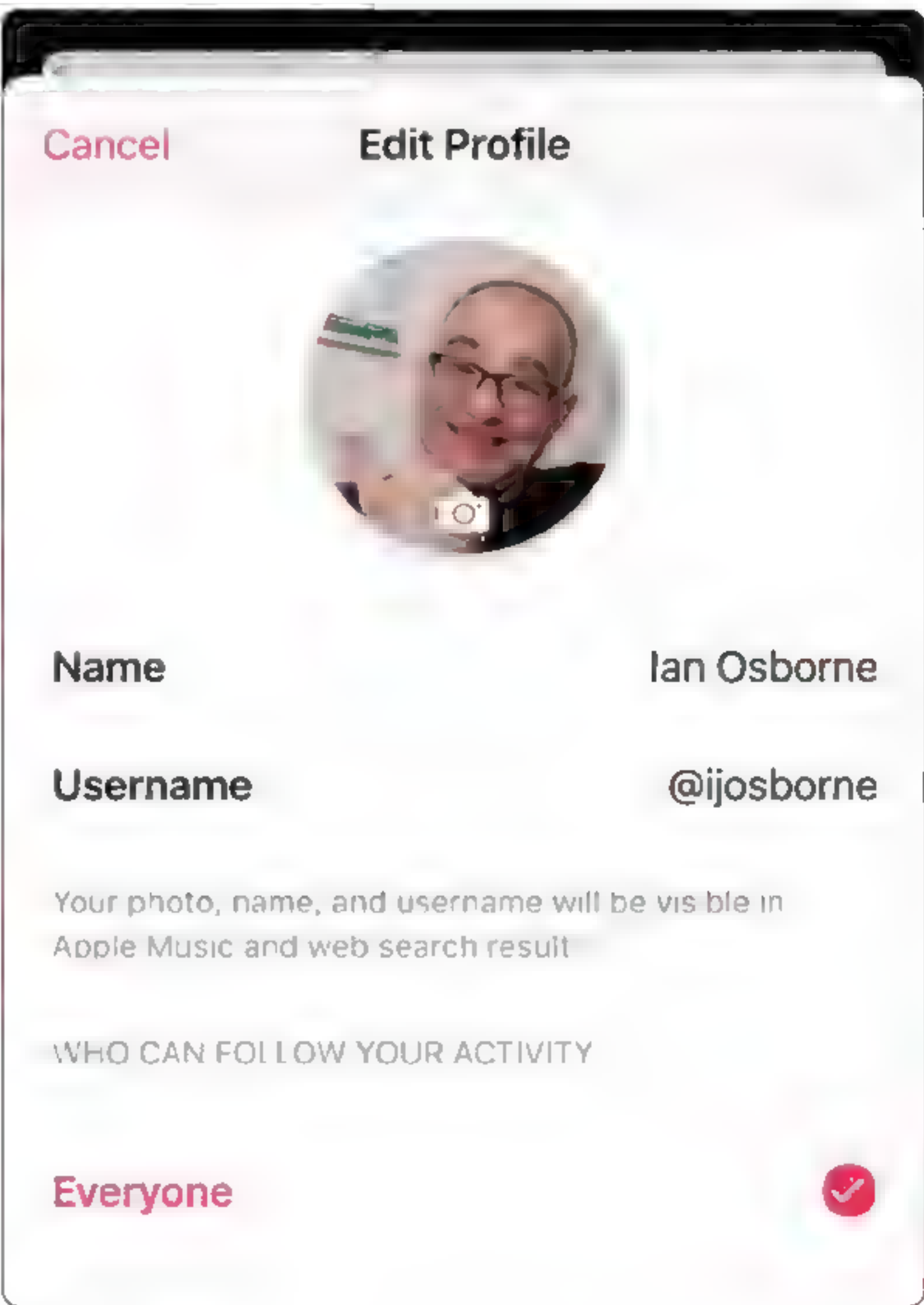
2 You must then choose a plan. You can take out an Individual Apple Music Membership for £9.99/\$9.99/9.99 €, a Family membership for up to six members of your household for £14.99/\$14.99/14.99 € or a Student account for £4.99/\$4.99/4.99. The Family memberships can use Apple's Family Sharing feature.



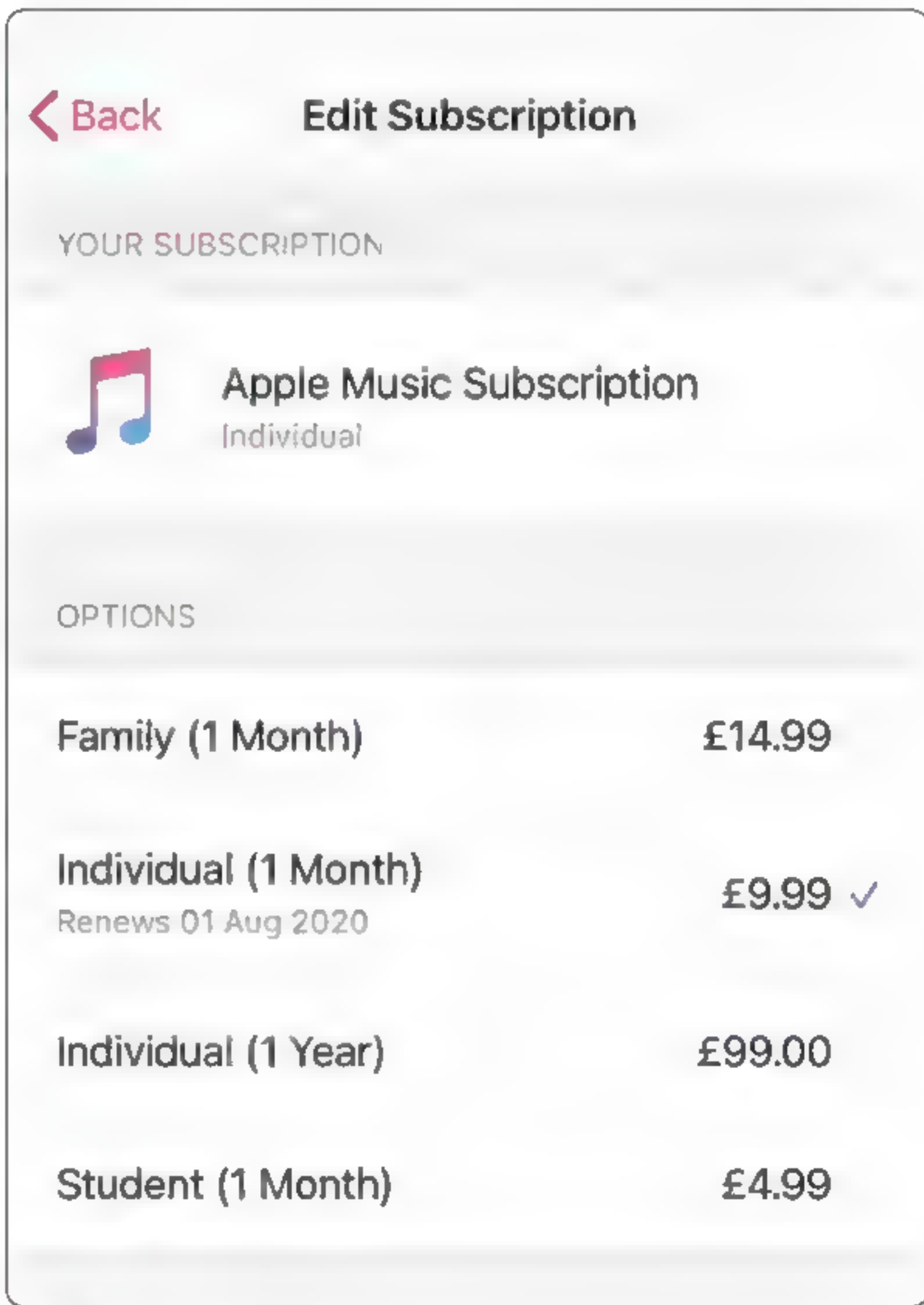
3 If you're not already signed in with your Apple ID, you must do so now. Type your details as instructed, then tap the OK link. You must then verify your payment details. Again, follow the on-screen instructions and do so, then when requested, confirm your purchase of an Apple Music subscription.



4 You see this screen, where you can identify musical genres that you like. Tap on the dots representing your favourite types of music. Tap twice for genres you especially like. When you're done, click Next and repeat the process for bands and artists as offered. Tap Done.

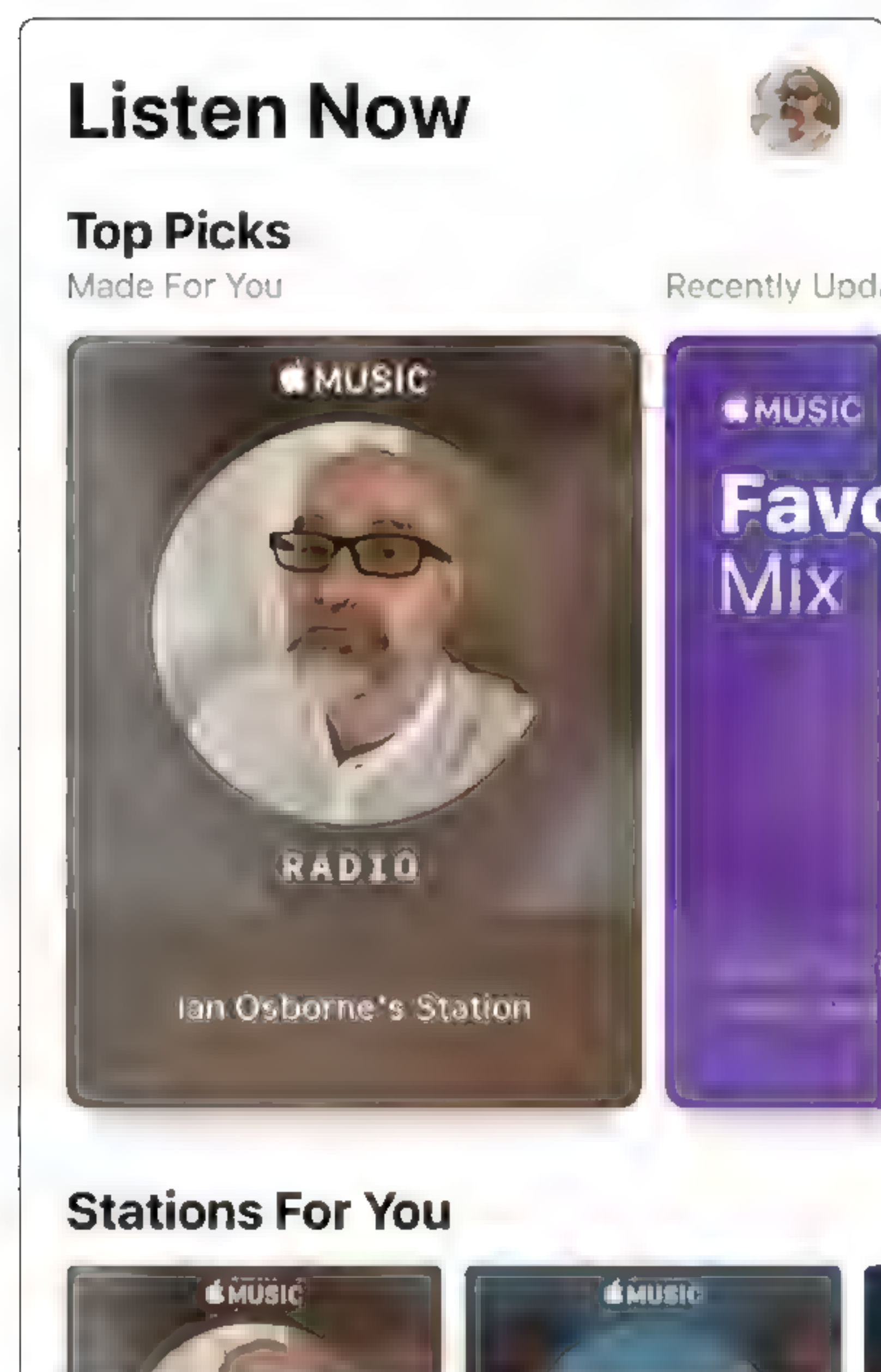


5 If you want to register a unique Apple Music nickname, first tap the silhouette icon in the top right to get to your account. Tap on your own name at the top of this screen and on the next one, tap Edit and enter the nickname of your choice. When finished, tap Done in the top right.

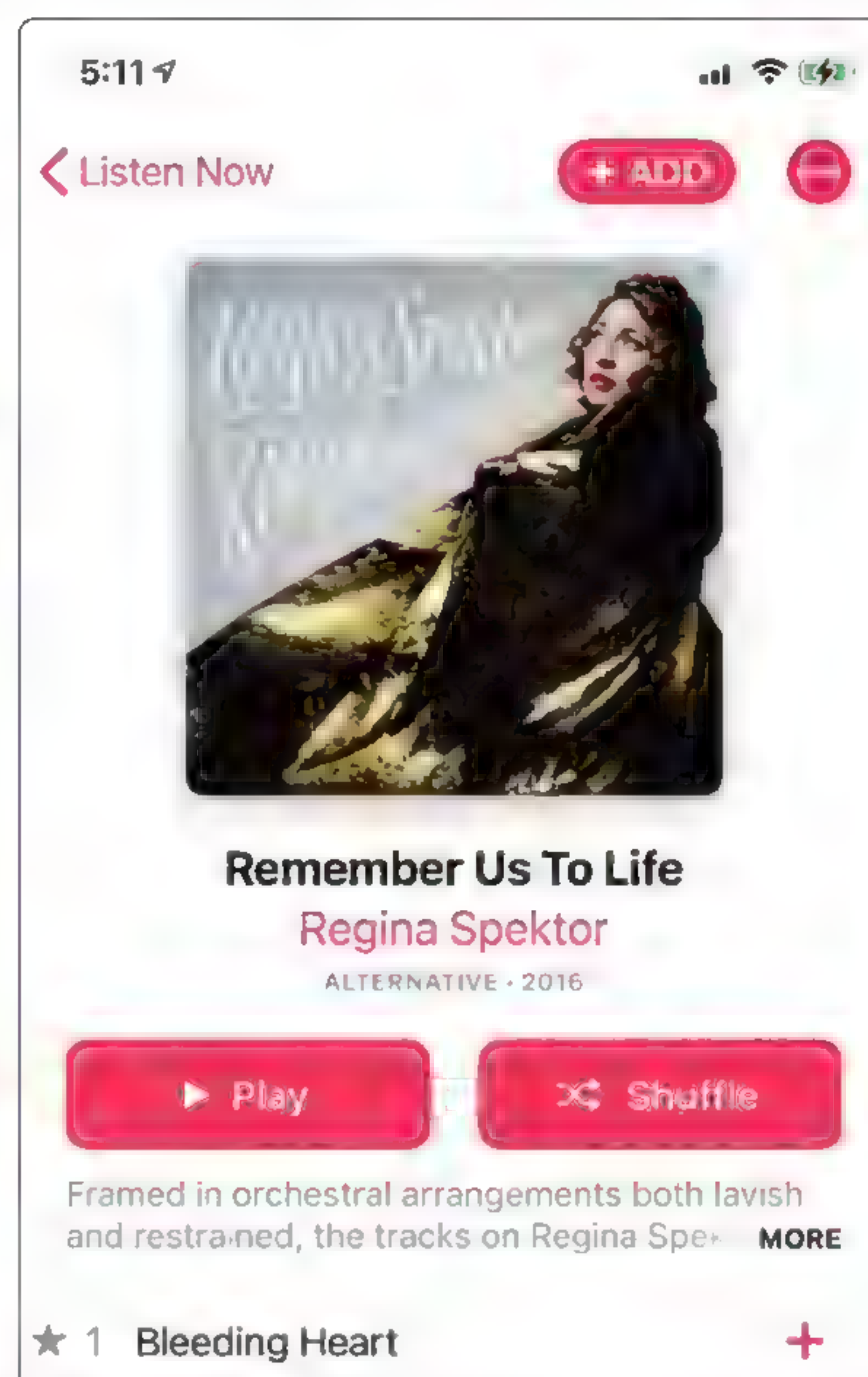


6 To cancel, during or after the end of your three-month trial, open Apple Music and tap the account icon (top right) for your account details. Tap View Apple ID, tap Subscriptions, Apple Music Subscription then the Cancel Trial link. Cancel before your trial expires and you pay nothing.

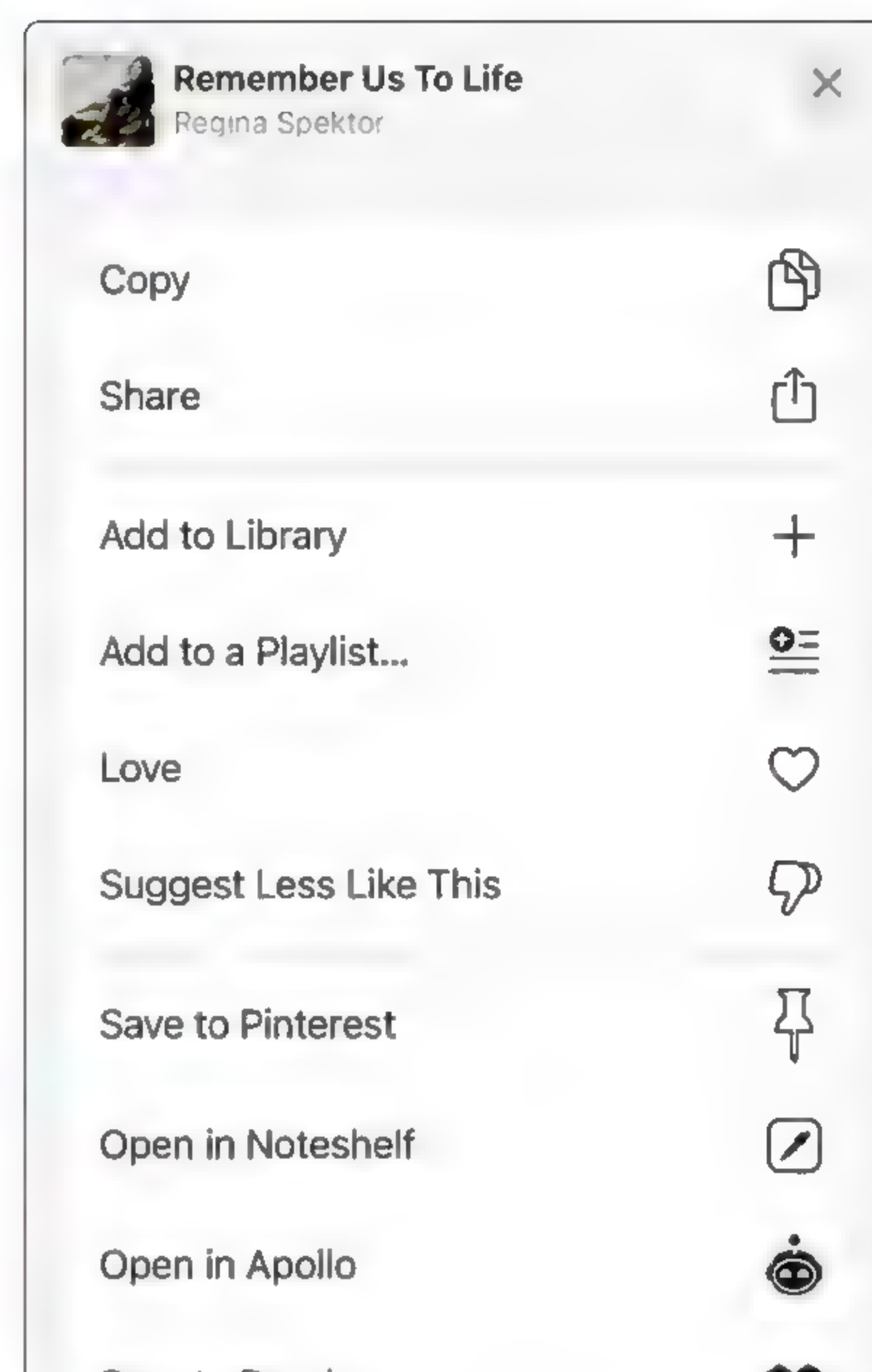
Using Apple Music and the Music app



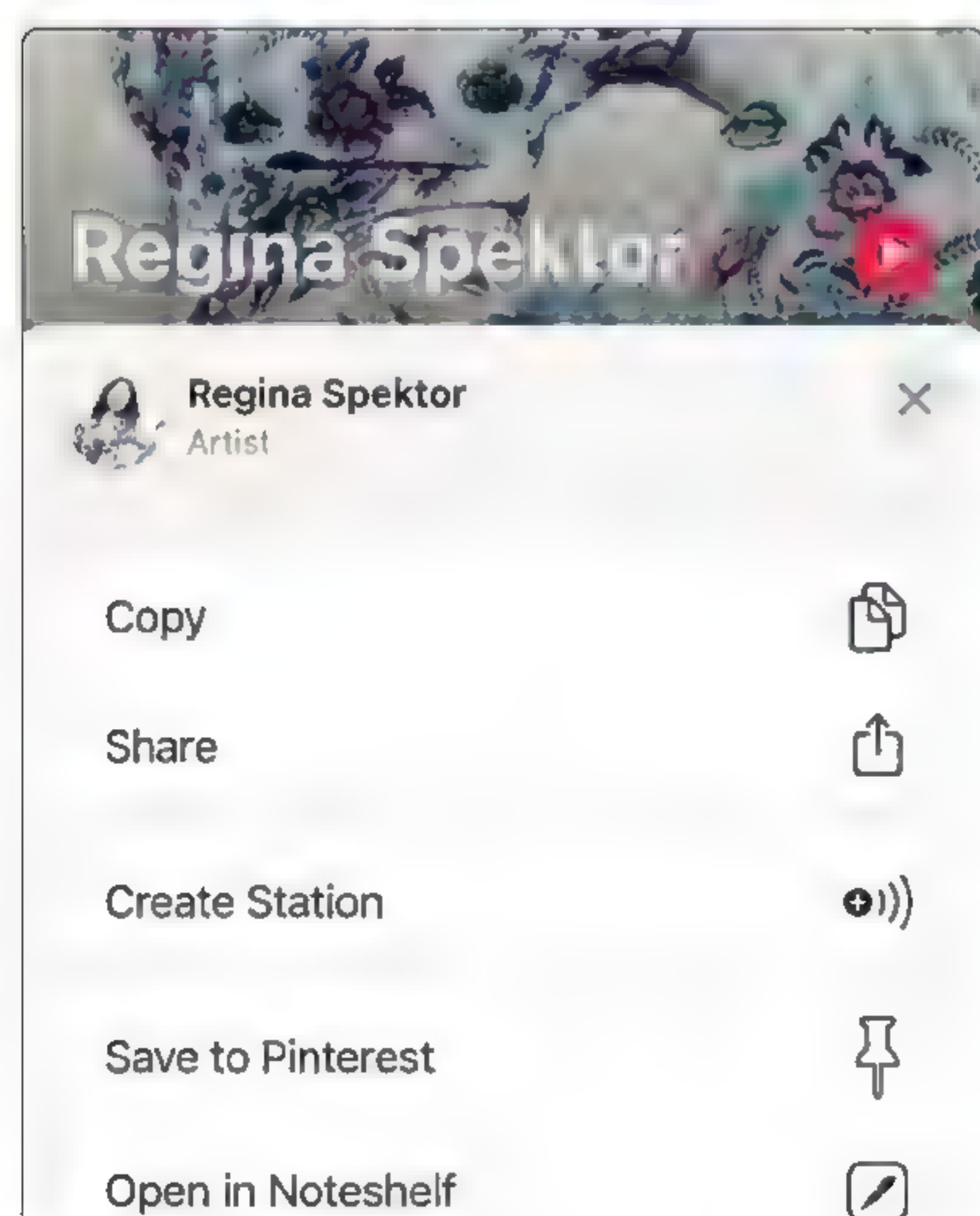
1 Tap the Listen Now icon, in the bottom-left corner, to get to a screen offering suggestions of bands and albums based on the choices you made whilst setting up Apple Music. These suggestions are playlists and albums. Tap one, then choose a track or an album to play. The music is then streamed to your iPhone.



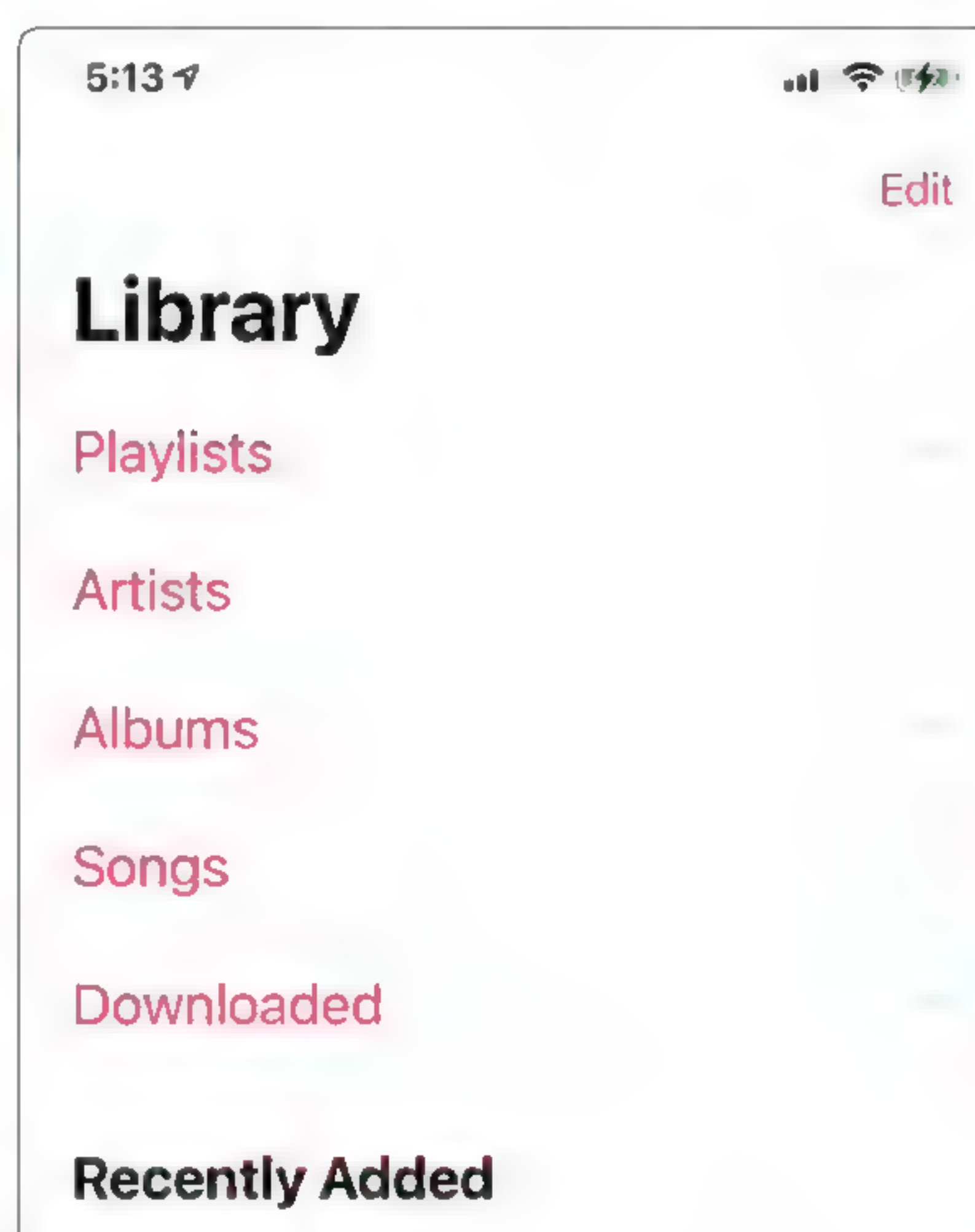
2 Having chosen an album or a playlist, tap a track to play it. When it's finished, the next track plays, in the order shown on the list. Use Shuffle to play them in a random order. Tap the three dots icon and then the heart icon to identify it as one of your favourites. This improves the Music app's later suggestions.



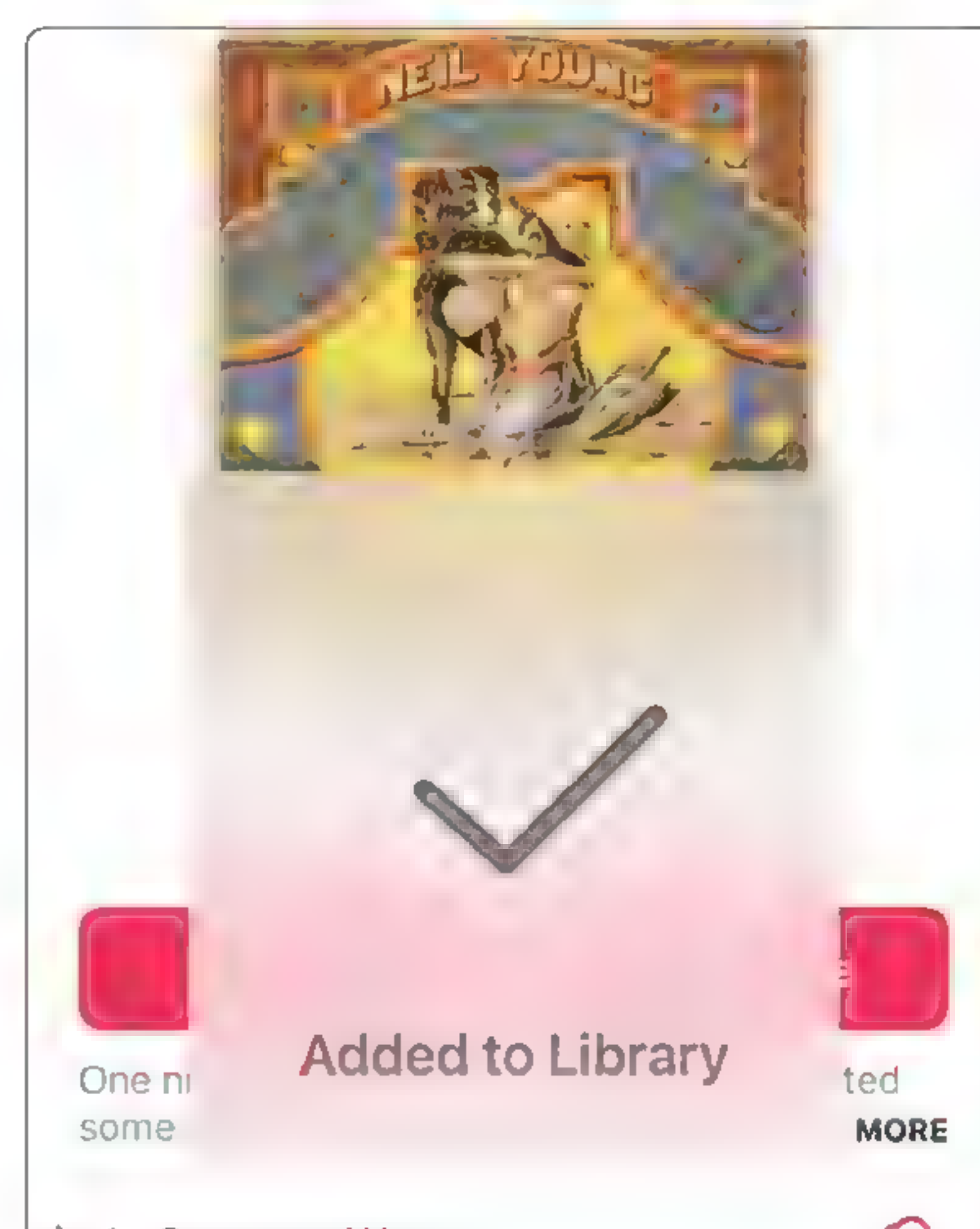
3 The ubiquitous Share button is also found by tapping the three-dots icon. Use it and you're given the opportunity to share a link by AirDrop, Message, Twitter, Facebook, Mail and more. You can tap the track currently playing and then the three-dots icon to share an individual song too.



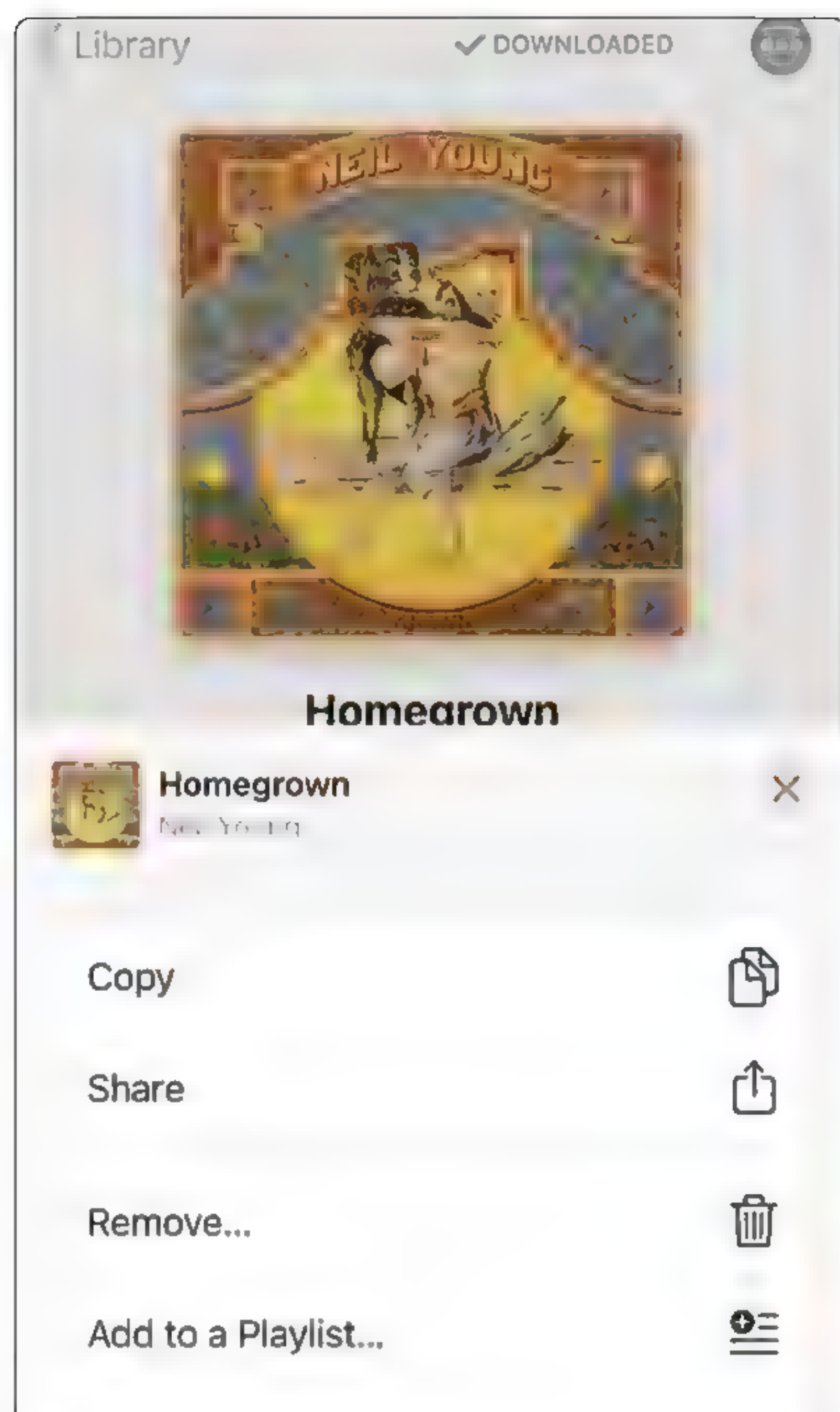
4 Tap on the name of an artist to get to their home page, which offers more information. Use the Three-dots icon on this page to get to this pop-up window. From here, you can copy the link to the artist's Apple Music page, create a station based on their music, and share that artist using the usual options.



5 All your own music, whether ripped from your CD collection, bought from iTunes or downloaded through Apple Music, is found in the Library section. Tap the Library icon to access it. You can have your music collection ordered according to artists, albums, songs and more. Just follow the links.



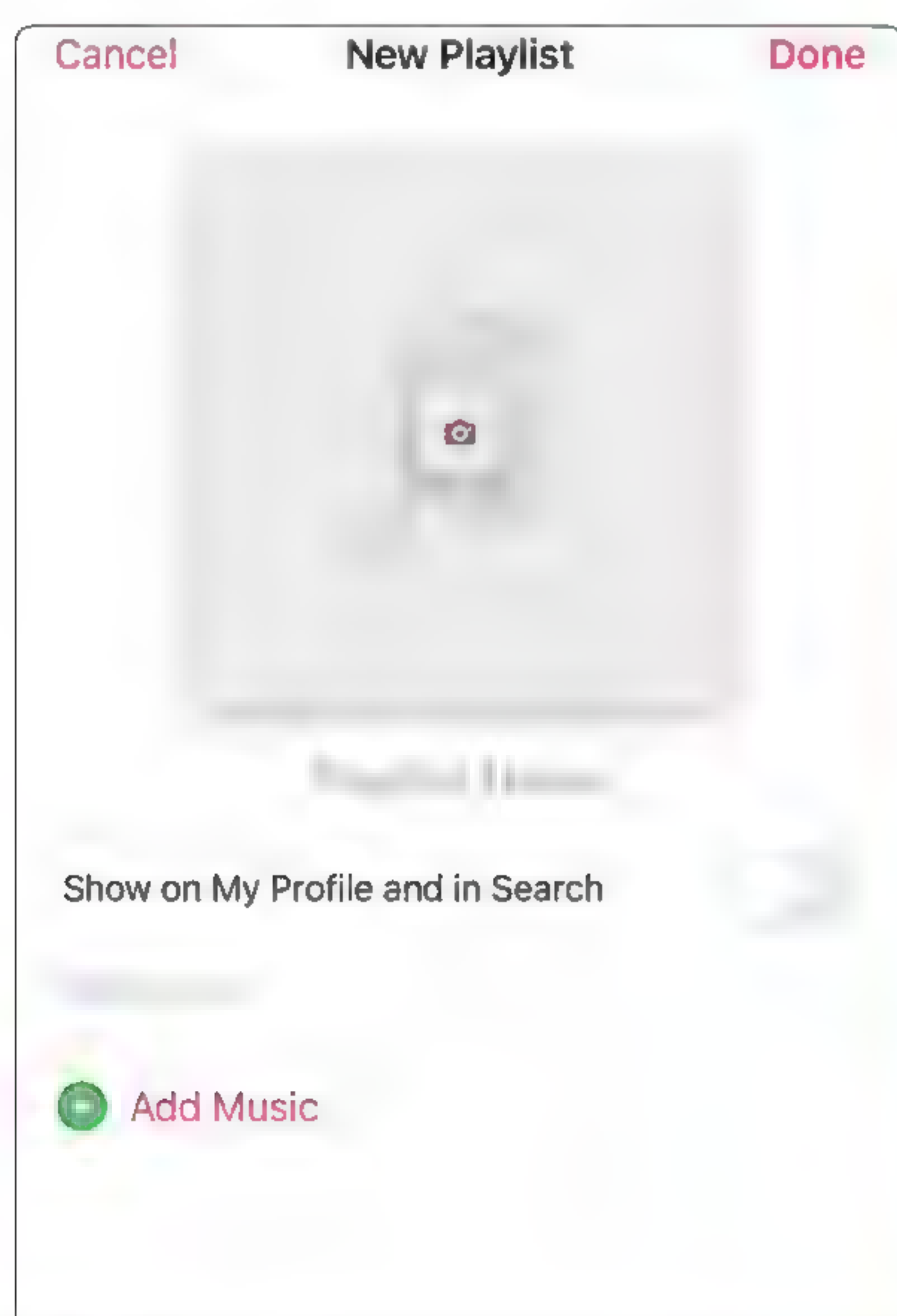
6 You can download music for offline listening. To add an album tap the Add icon, or tap the three-dots icon, then Add to Library. The album is downloaded to your iPhone. To play it tap Library, then Downloaded Music. If you cancel your Apple Music subscription, this music is lost and can no longer be played.



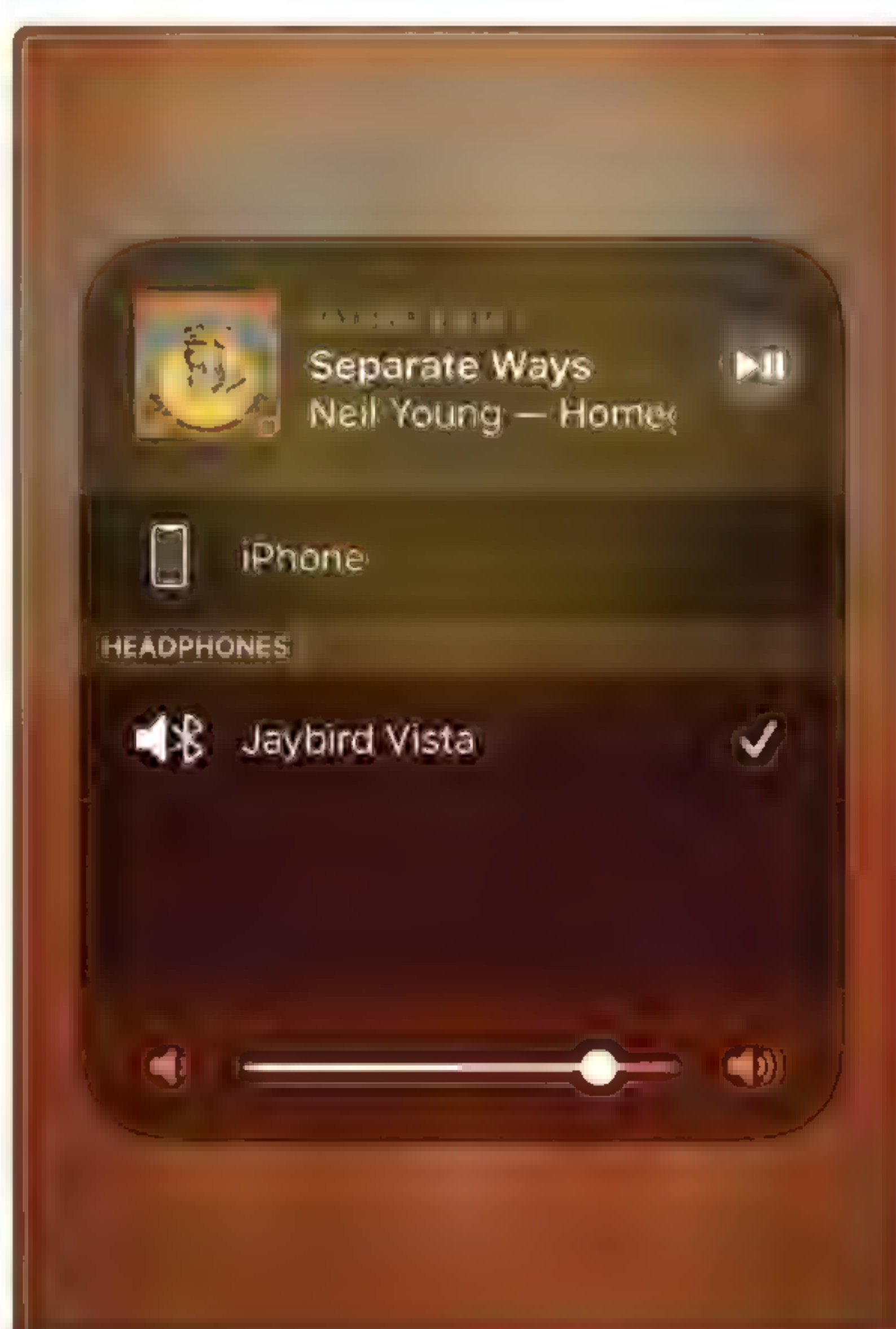
7 The tracks are downloaded to your iPhone as shown. To remove them, go to Library > Downloaded Music and open the album or track in question, then tap the three-dots icon. At the top of the pop-up window is the Delete from Library link. Tap it and the songs go.



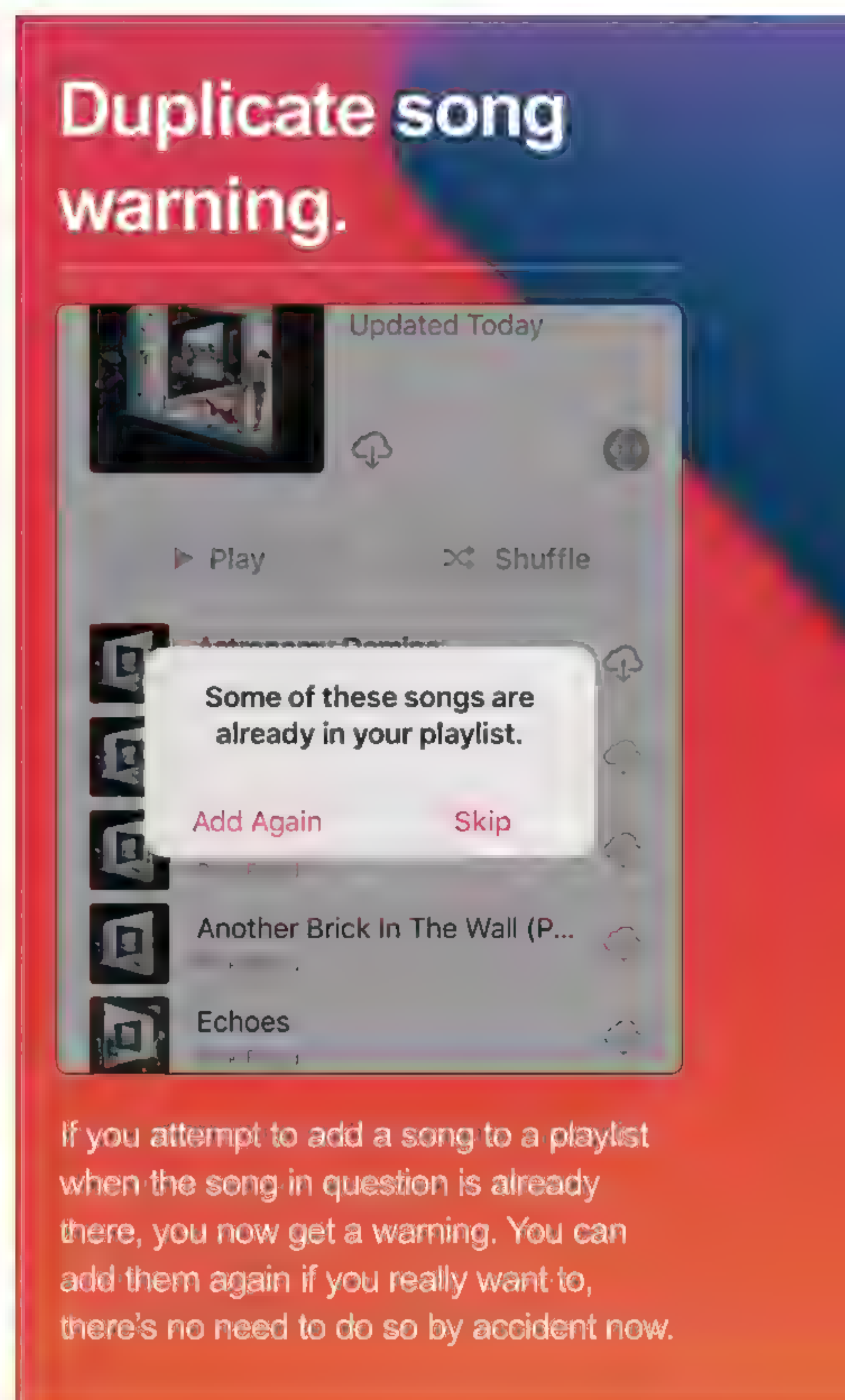
8 Throughout the app, the mini-player sits above the icons at the foot of the screen. Tap it to open this full-sized play screen. The three icons at the bottom are for displaying the song's lyrics if available, changing the output source and a list of what songs are playing next.



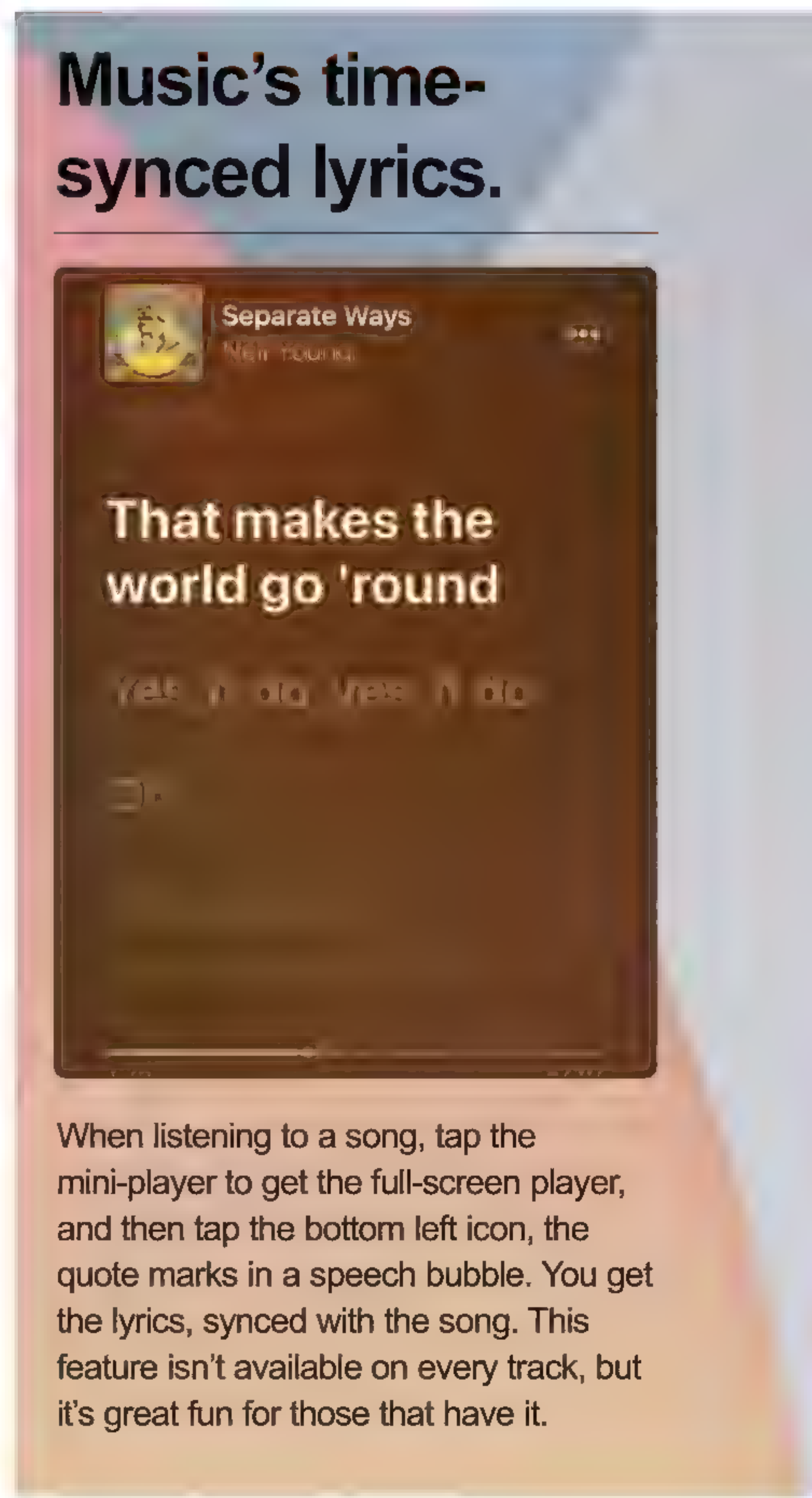
9 To create a playlist, go to Library and tap Playlists at the top of the screen. Tap New Playlist, then add a title and description; if you wish, add a picture by tapping the camera icon. You can then add songs from your library by tapping the Add Songs link. Then use the plus sign next to tracks you want to add.



10 To change the output source for your music (that is, what you're listening to it through), open the Control Centre and tap and hold the audio controls. Tap the icon in the top right of the next window. You can choose between your iPhone's speakers and connected headphones or speakers.



If you attempt to add a song to a playlist when the song in question is already there, you now get a warning. You can add them again if you really want to, there's no need to do so by accident now.



When listening to a song, tap the mini-player to get the full-screen player, and then tap the bottom left icon, the quote marks in a speech bubble. You get the lyrics, synced with the song. This feature isn't available on every track, but it's great fun for those that have it.



Measure App And Level Feature

The Measure app makes use of the iPhone's augmented reality features. It also includes a great spirit level. You can find the Measure app on your home screen, but if it isn't there, your iPhone isn't powerful enough to run it.

Measure App in Focus



1 The back arrow undoes the last command but doesn't clear all the points of a multi-point measurement.

2 The Clear button gets rid of all the current measurements so you can move on to the next one.

3 Measure is designed to calculate the distance between fixed points such as the length of a table or width of a chair.

4 You will need to direct Measure to the object you'd like to measure by hovering over it.

5 The + button is used to specify the start and end points that Measure should use when measuring your object.

6 The onscreen Shutter button is used to take a photo of what you've just measured for future reference.

7 Tap the ruler icon to access the Measure app's object measuring feature, as seen here.

8 Tap the spirit level icon to switch to the Measure app's spirit level feature, covered over the page.

Measuring regular shapes.

Some objects you measure will be square or oblong. Measure can automatically recognise such regular shapes. When it does, a yellow mask appears on the shape it recognises, and an extra 'Add a rectangle' option appears beneath the + button. Tap this and then line up the iPhone accurately to calculate the fixed area.





Make the most of Measure



Measure is only available on iPhones powerful enough to run it. Tap Measure to open it. You're asked to move your iPhone around so it can get a feel for the space you're in. When the virtual box disappears, Measure is ready to use.



Move your iPhone towards the object you want to size up. When Measure recognises a straight line, a white circle with a dot appears. Move the iPhone so the dot hovers at one end of what you're measuring, then tap the + button on the screen.

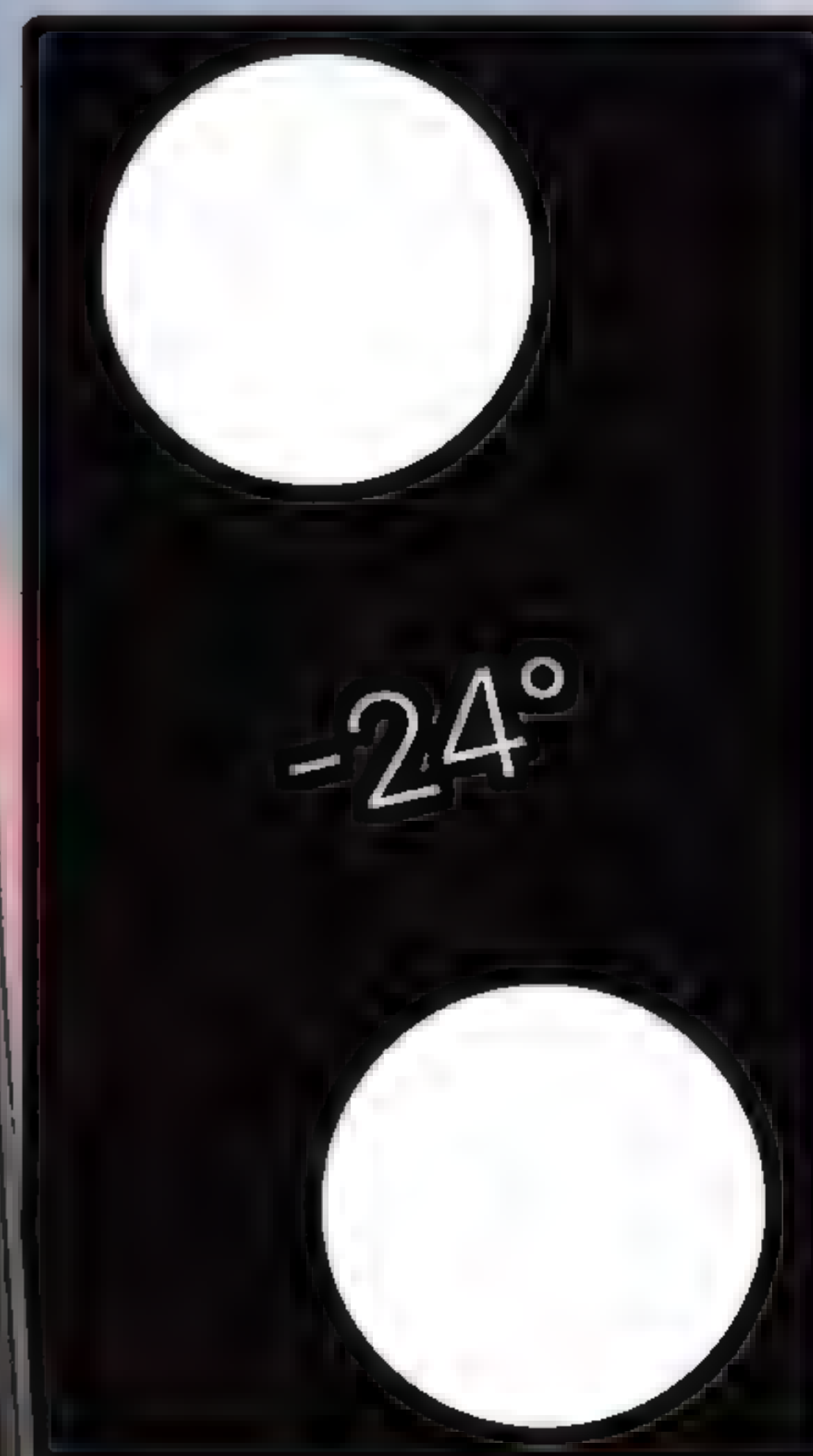
To add more endpoints to the item you're currently measuring, move your iPhone to the next point, tap + again, and then move the iPhone back to the last measured point and tap +. You should now have two linked lines, each with their lengths listed.



Measure's markers can shift as you manoeuvre your iPhone to line up each point. If so, tap the back arrow to undo the last measurement or Clear to start again. You get a prompt to 'Move your iPhone to resume' if you pause while using the app.

Keeping things level

With the Measure app, you can use your iPhone as a handy spirit level. Just tap the Level icon in the bottom-right and place your iPhone on the object you're checking. With the iPhone flat, you see two circles, which are positioned one on top of the other if the object is level. Using an edge, you can see the angle of a slope.



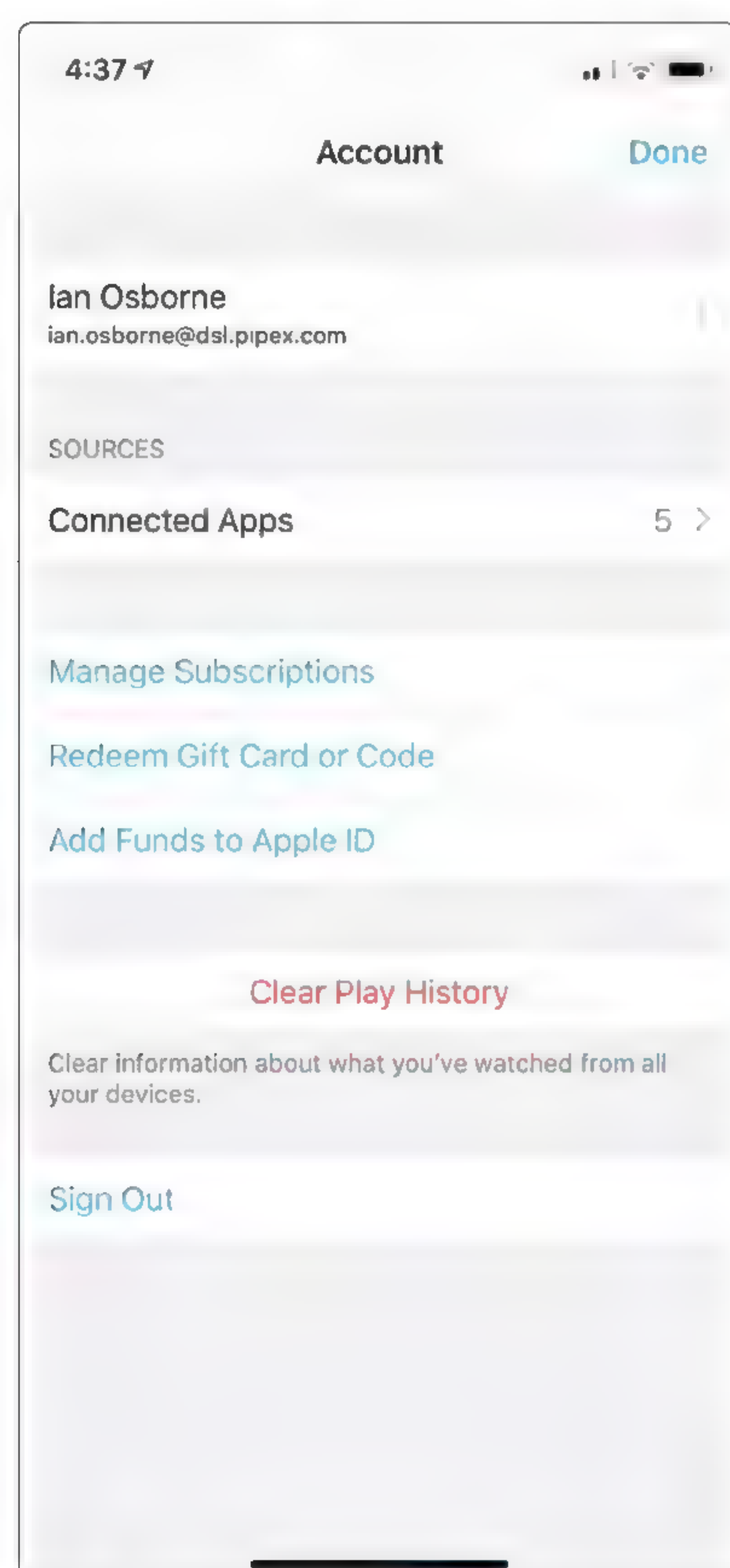


TV App

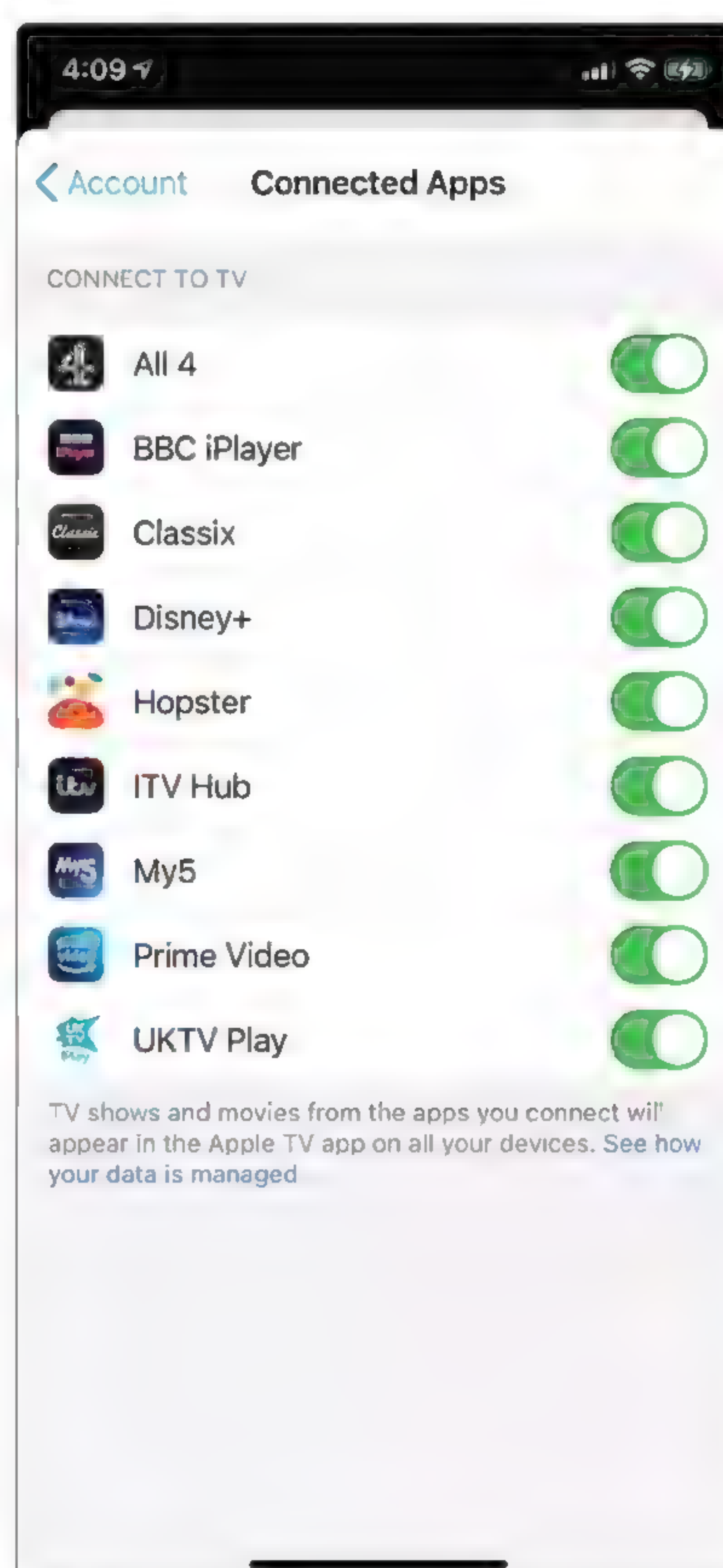
Entertainment to Go

The TV app brings your viewing into one app, making it easier and more convenient to subscribe to third-party TV channels and enjoy all your movies and TV shows under a single app. It also gives access to Apple's TV+ subscription service for exclusive Apple-created content. Here we take a look at the new app and how to watch shows on your iPhone.

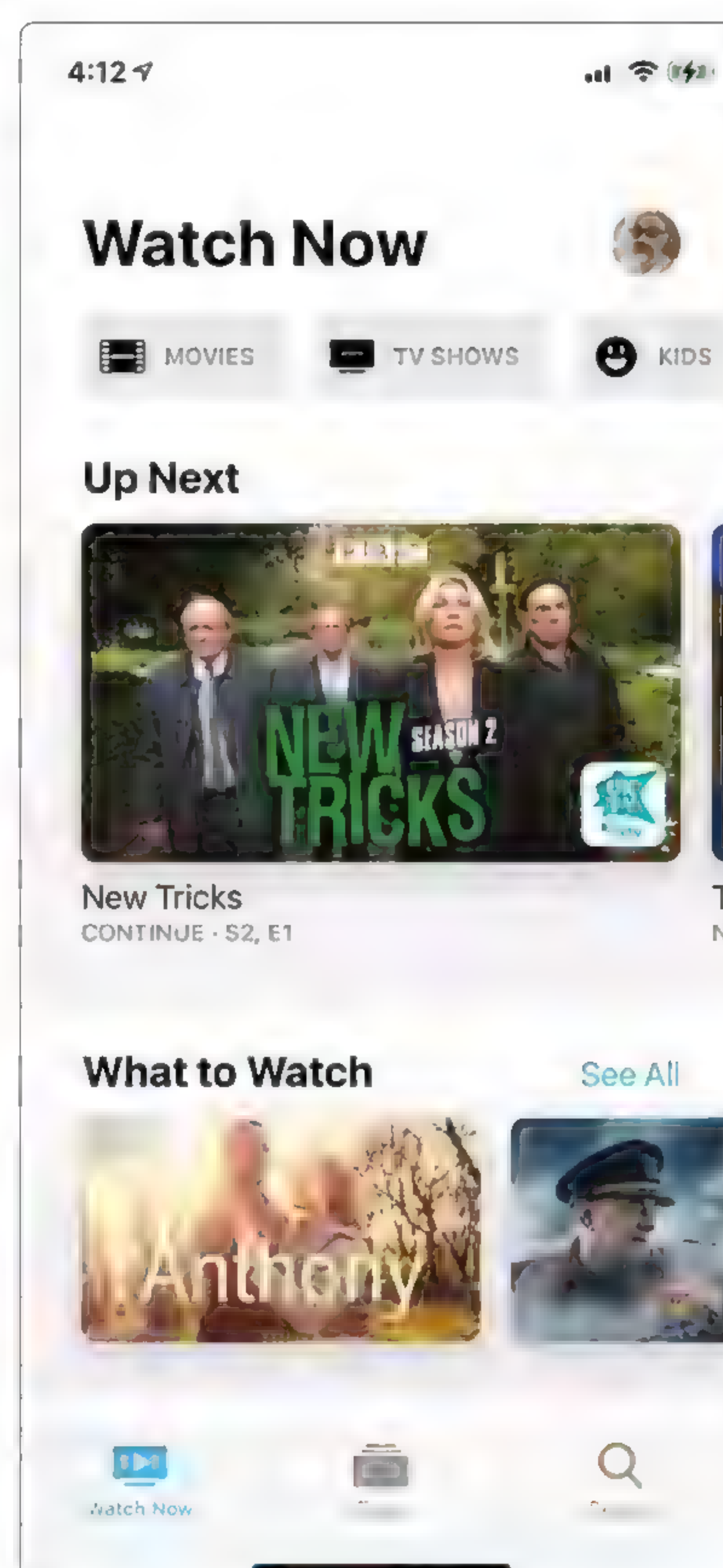
Finding and viewing TV shows



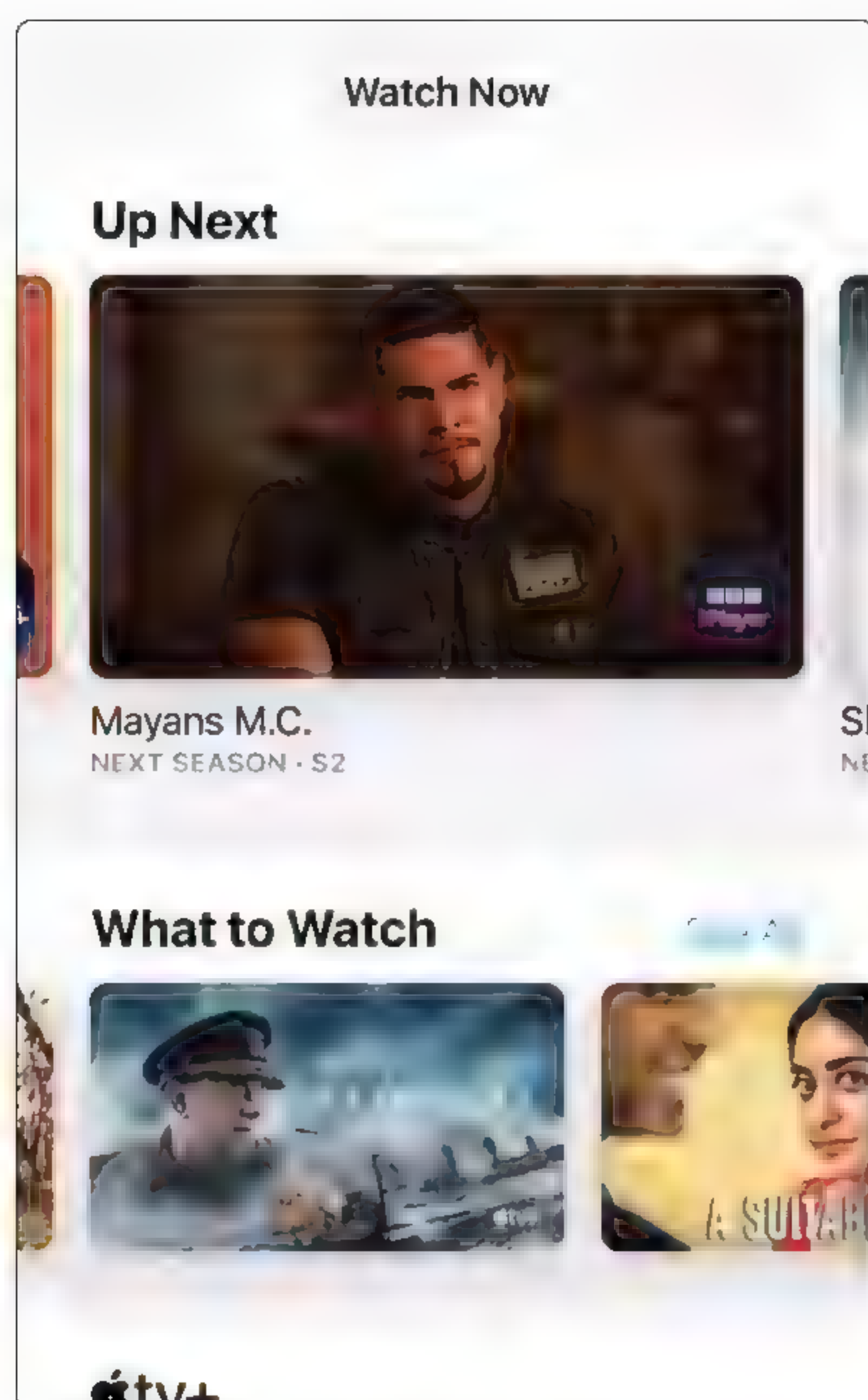
1 From the main screen, tap the top right icon (silhouette or your photo) for this window, from where you can manage your account (tap your name), manage services to which you've subscribed, or add funds or gift cards to your Apple account, to spend on apps and media.



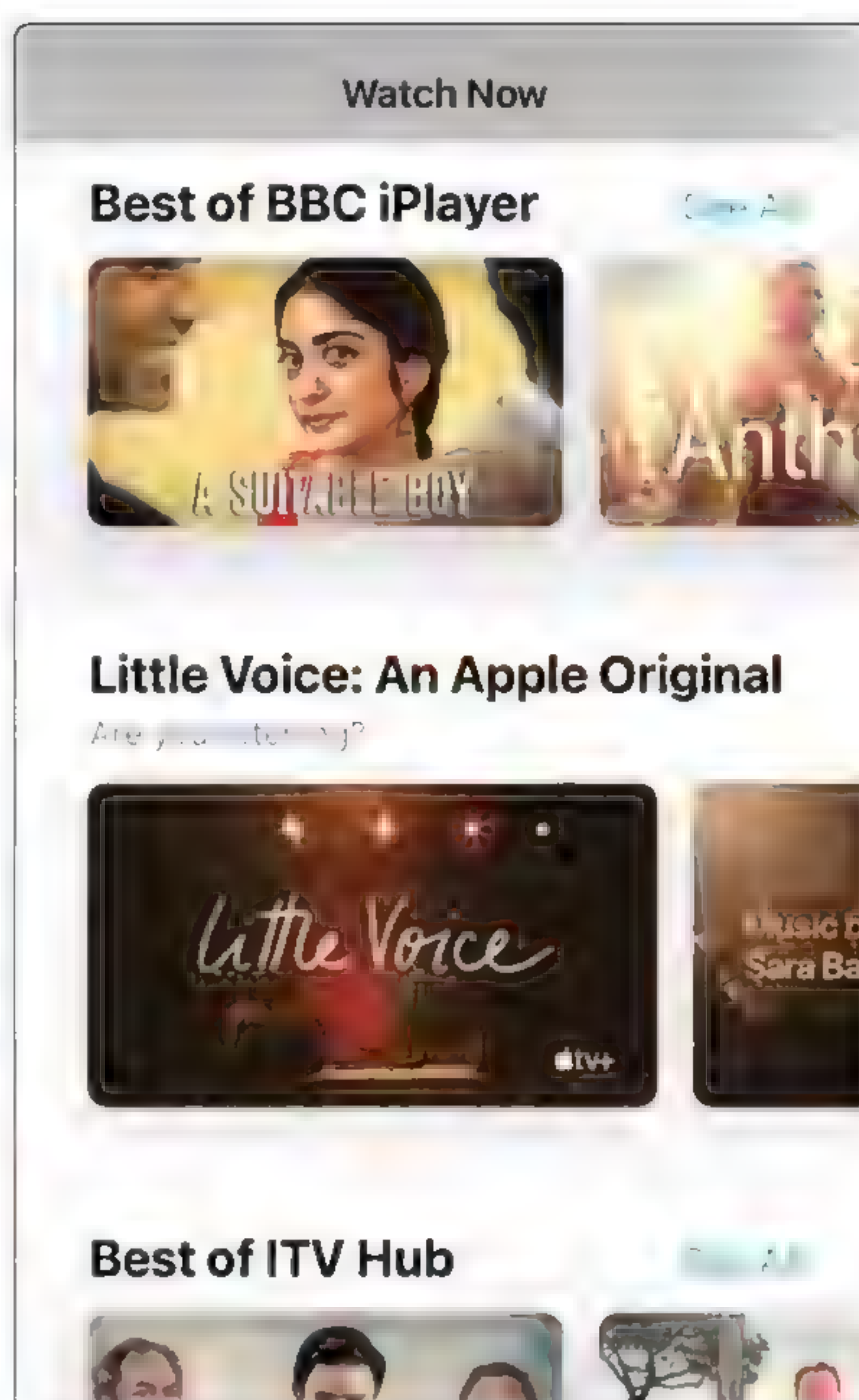
2 Tapping Connected Apps shows the TV and catch-up apps you downloaded from the App Store, and that are linked to your TV app. Tap the switch to unlink an app and stop its content appearing in your TV app. If you don't have any, download some now.



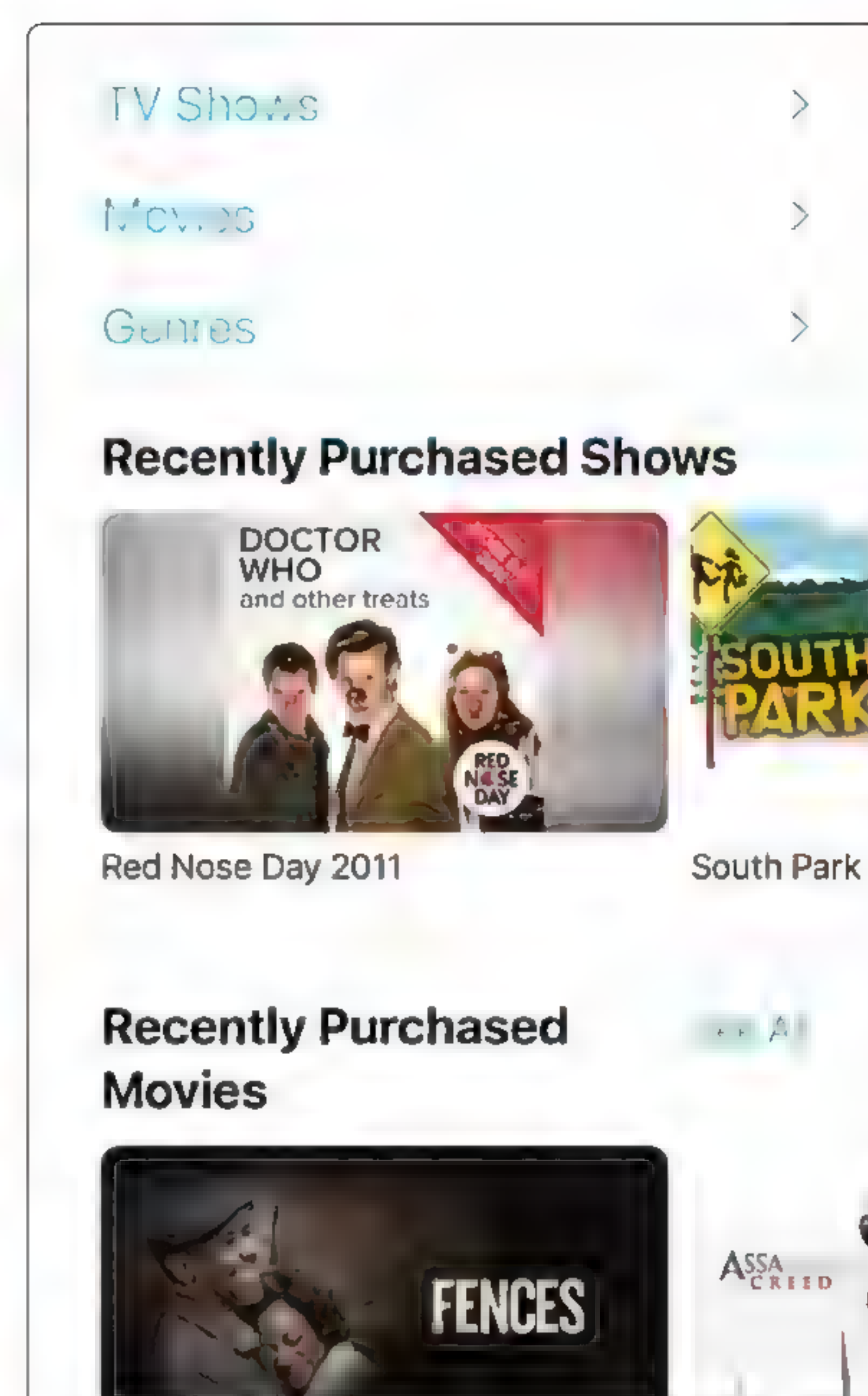
3 Tap Account in the top left corner to go back to the previous window. Then tap Done, in the top right corner, to get to here. This is Watch Now, the TV app's main page. Use the tabs at the top if you wish to focus solely on Movies, regular TV Shows or Kids.



4 On the Watch Now screen, shows are arranged in rows. Scroll them left and right for more. Up Next, offers programmes and series you're part way through watching and content you've recently bought. What to Watch, is suggestions based on past viewings.



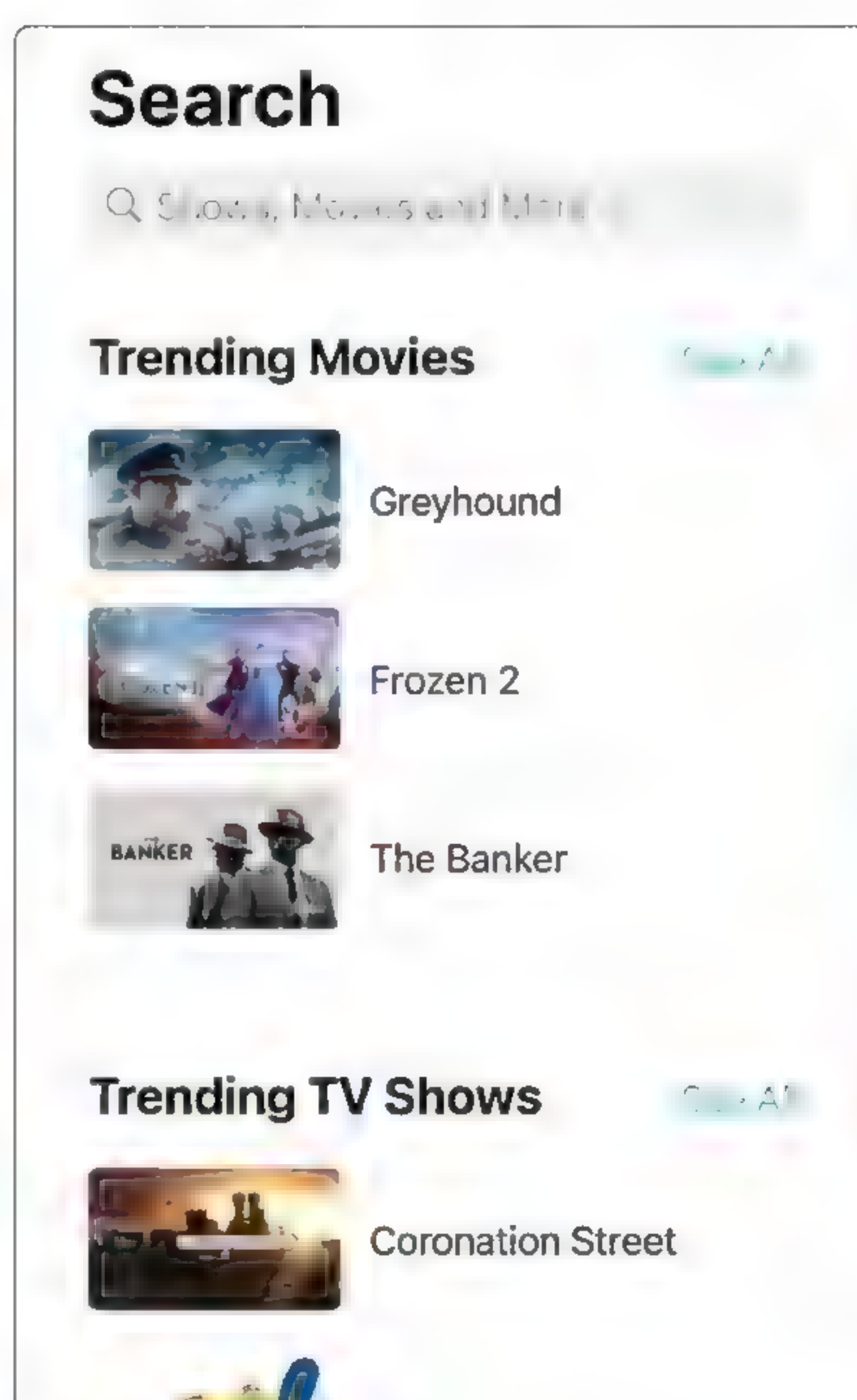
5 Scroll the Watch Now page further up for content deemed the best of the apps you have linked to your TV app. You can watch them here instead of closing TV and opening the app in question. Scroll up still further for more suggestions, arranged in categories.



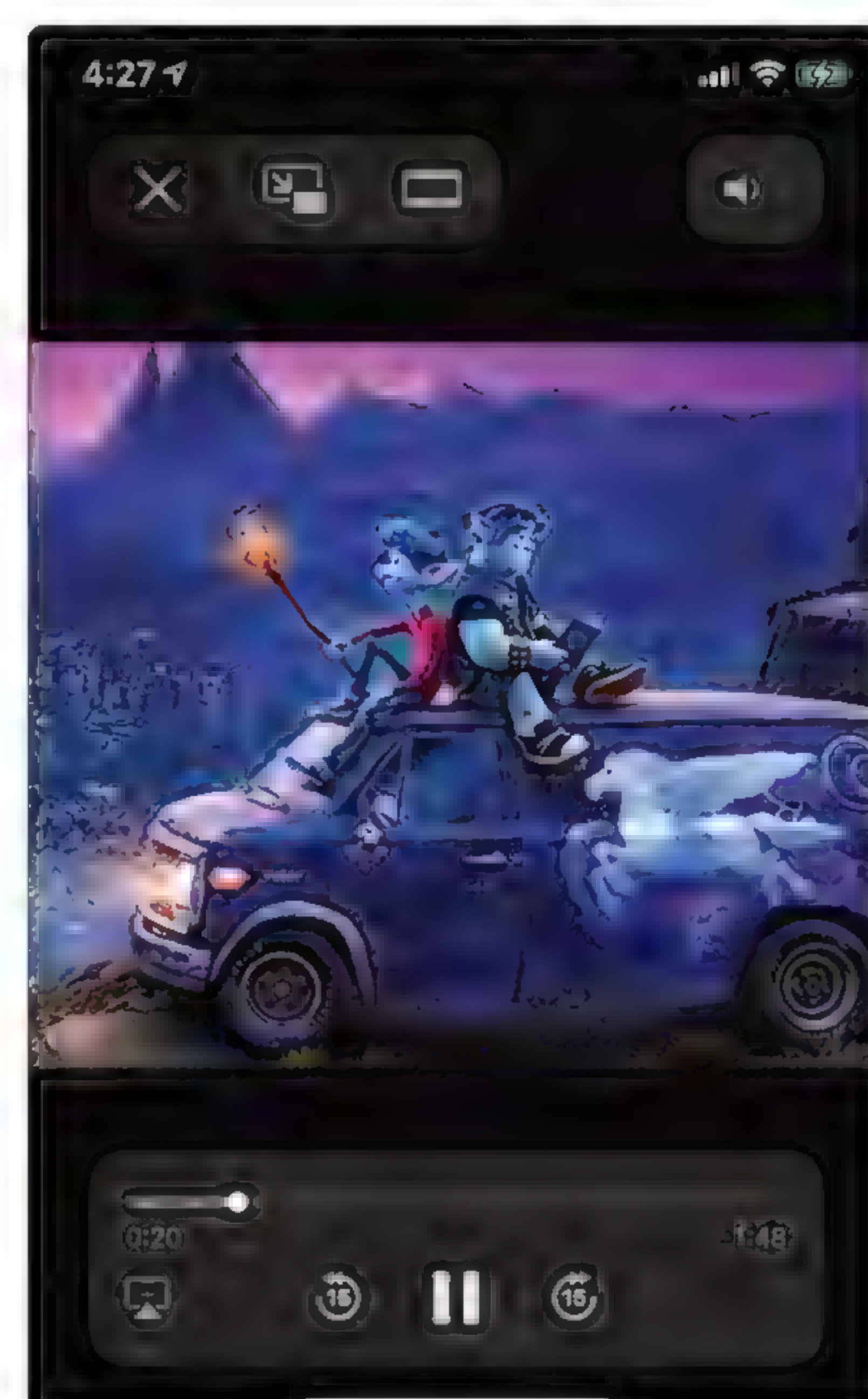
6 Tap Library at the foot of the screen to see shows you've bought and/or downloaded. You can restrict this page to display content according to its genre, when it was bought, or just TV shows or films. Tap a show or movie's icon to watch it on your iPhone.



7 You can buy or rent a show or movie you don't yet own, directly from the TV app. Just tap its icon and then choose whether to buy or rent it, paying from your Apple ID account. Scroll up for more information, including trailers you can watch for free.



8 Naturally, you can use the Search feature, found in the bottom right corner, to look for content you own or that's available to buy/rent. Just type a search term. Possible results are offered as you go, so you should soon find what you're looking for.



9 When watching a show or movie, tap the screen to bring up the controls. The X in the top left corner closes the video; top right lets you set the volume. At the bottom are controls for play/pause and to skip 15 seconds forward or backward.

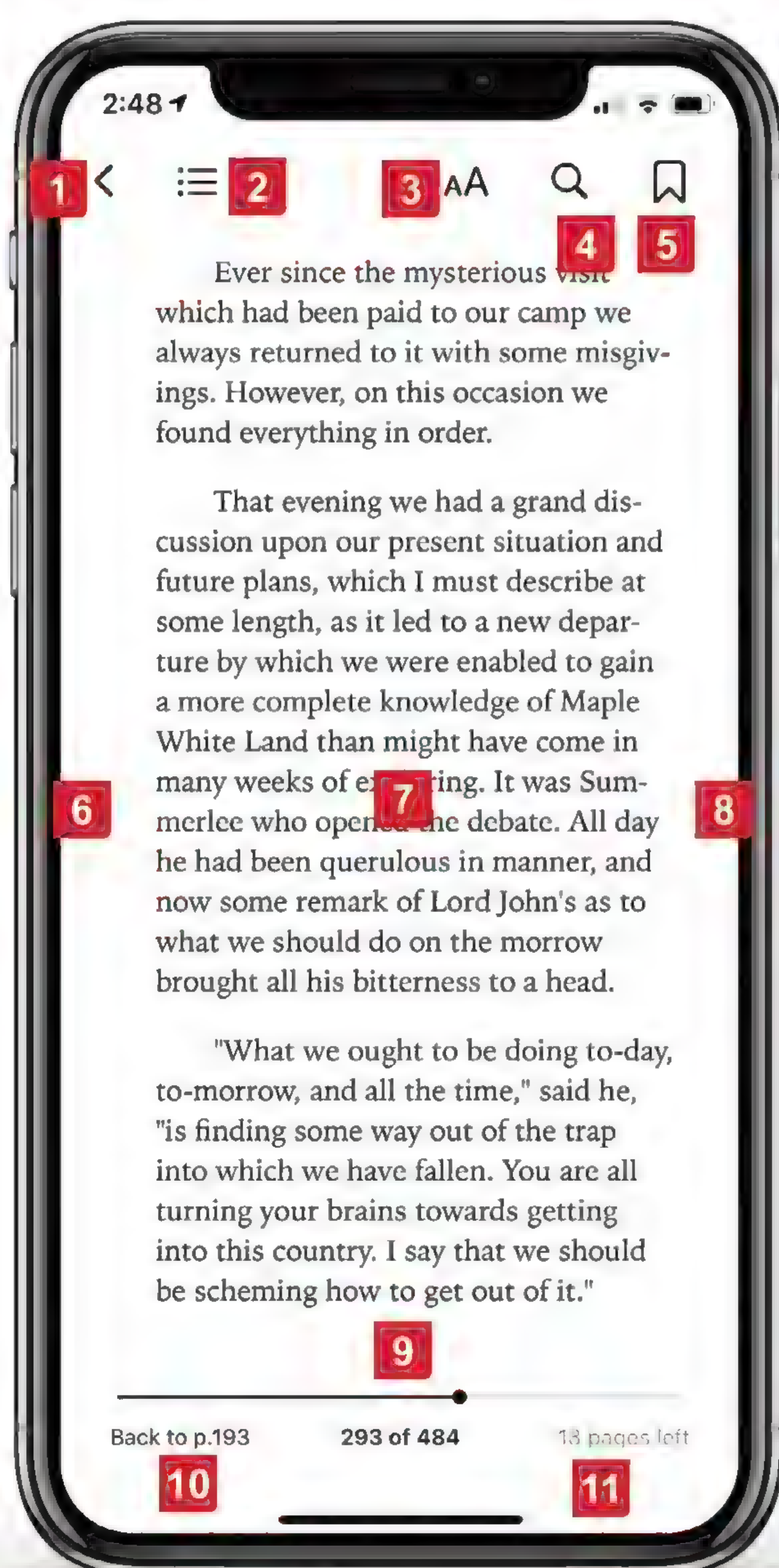


Books App

Read Your eBooks

The Books app turns your iPhone into a fully featured eBook reader. You can buy new eBooks directly from the Books app, read them on your iPhone, bookmark pages, make notes and even add PDF documents.

Books in Focus



1 Tap the chevron to close the a book and go back to your eBooks library. When you open the book again, it's on the last page you viewed.

2 This icon gives you access to the book's contents and also any bookmarks and notes you made whilst reading it.

3 Tap here for a pop-up window that lets you change the font and font size, adjust the brightness, change the page colour, set the text to scroll up and down rather than turn pages like a physical book, and toggle the automatic Night Theme option.

4 Tap here to search for a word, phrase or page number in the book you currently have open.

5 Tap here to place or remove a bookmark. The book stays open at the last page you read when you close the app, so there's no need to bookmark for this purpose.

6 Tap on the left side of the iPhone's screen to go back to the previous page in the book you're currently reading.

7 Tap the middle part of the screen to show or hide the on-screen controls.

8 Tap the right side of the screen to go forward to the next page.

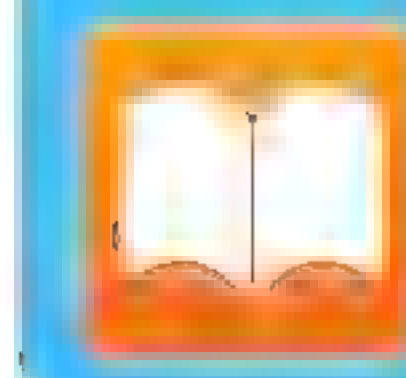
9 This scroll bar lets you scroll through the book. Information shown is the current page you're on, along with how many pages are in the book and how far you have to go until the end of the chapter. With picture books, this scroll bar gives previews of the pages too.

10 After scrolling through the pages using the slider, this link takes you back to the last open page you looked at beforehand.

11 This is the number of pages remaining in the current chapter.

Thumbnail scrolling.

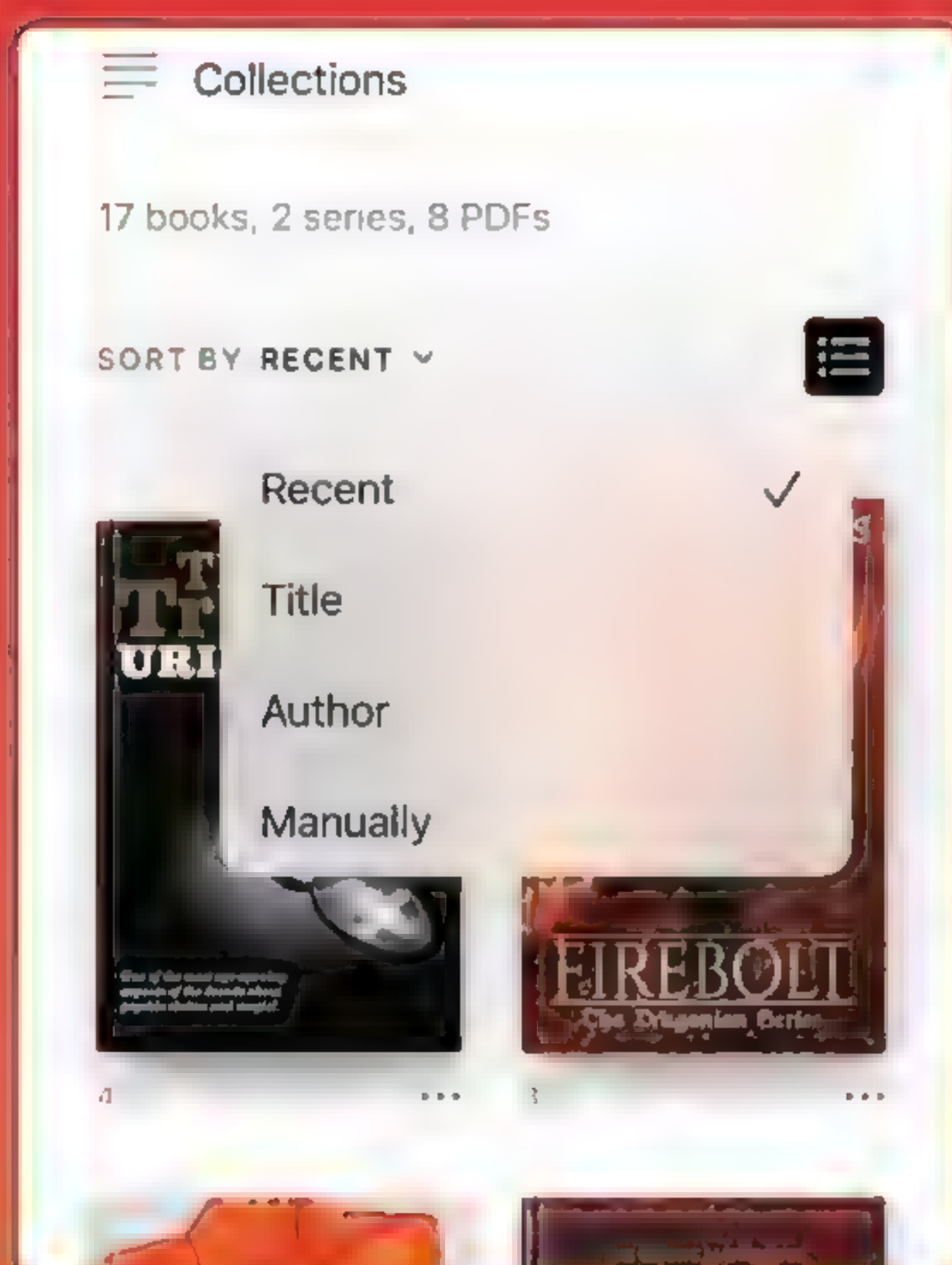
Many books show you thumbnails of the pages as you scroll through them. This can be useful if you're looking for a specific page in a picture book.



Buying books.

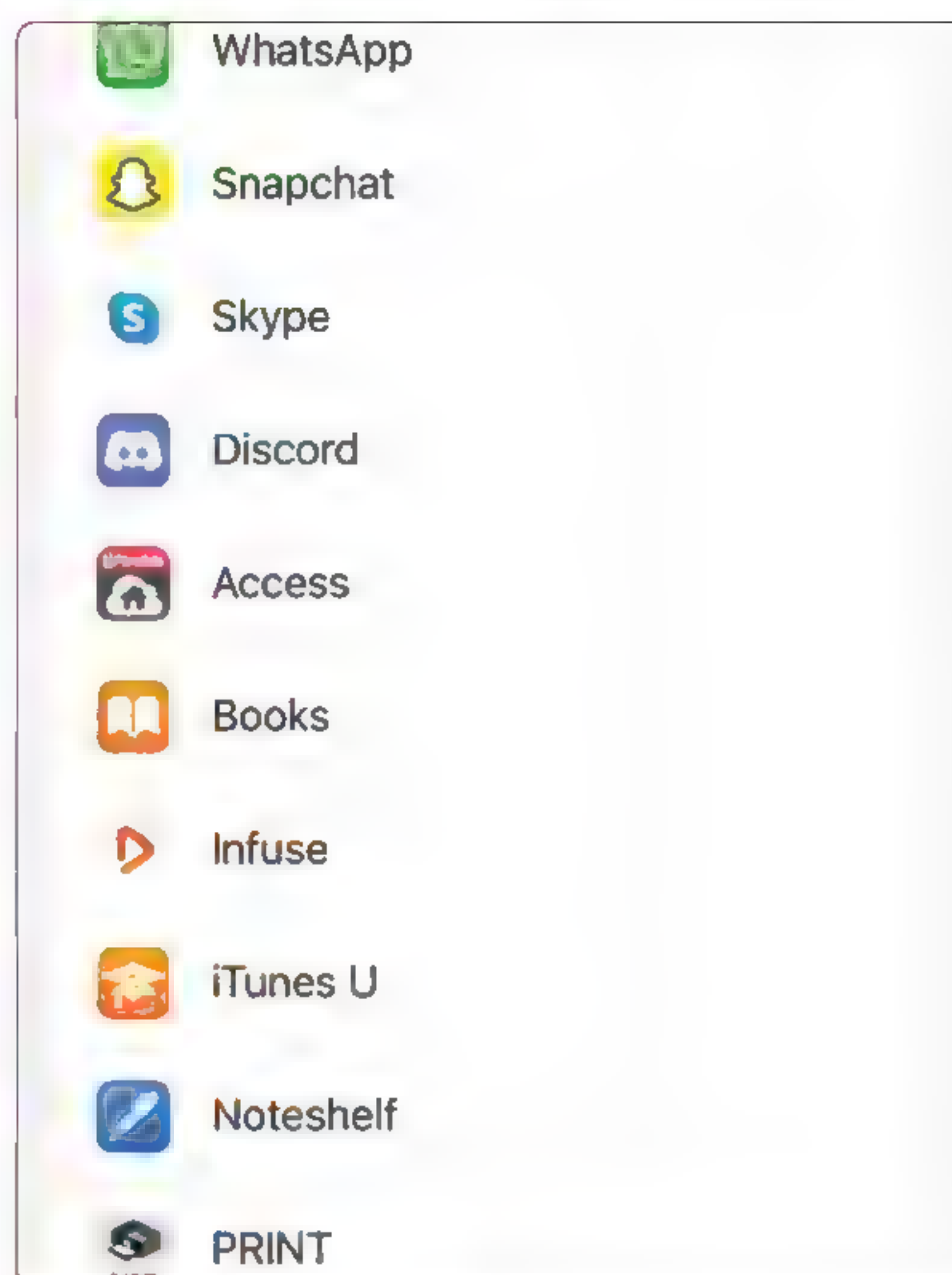


To buy digital books, tap Book Store at the foot of the screen to see titles listed under categories such as Staff Picks, recommendations For You, New & Trending and more. Tap Browse Sections at the top to look at specific genres. To buy a book, tap on it, then the price, then Buy Book. Tap Sample for a free taster. Sign into iTunes if requested.



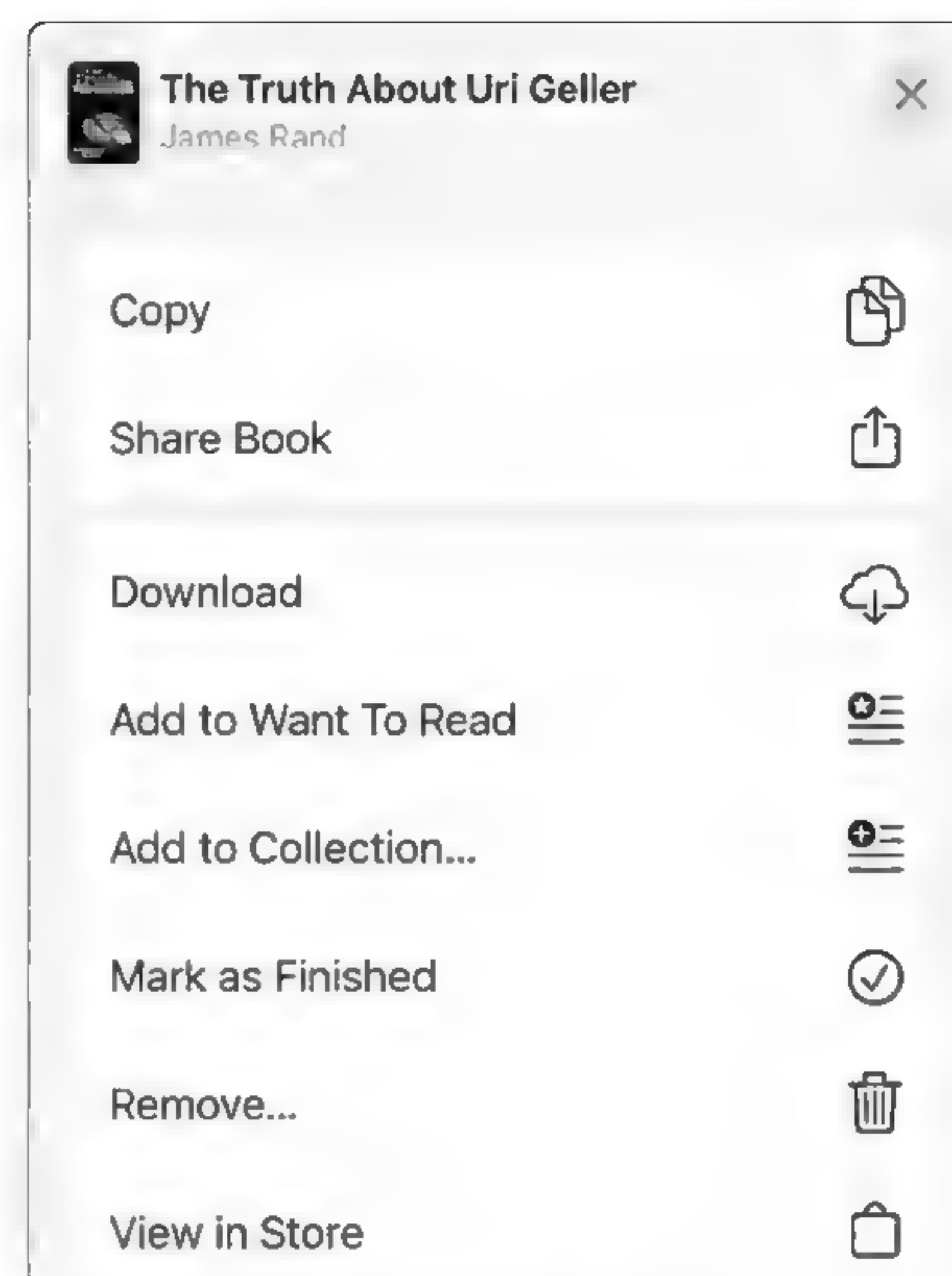
Tap Library to see your books. Open one by tapping on it. Tap Collections for filter options. The icon on the right above the books switches between list and cover view. To remove books, tap Edit (top right), tap a book or books, then tap the dustbin. Books you bought but aren't on your iPhone are marked by a cloud. Tap it to download again; you won't pay twice.

More Books features



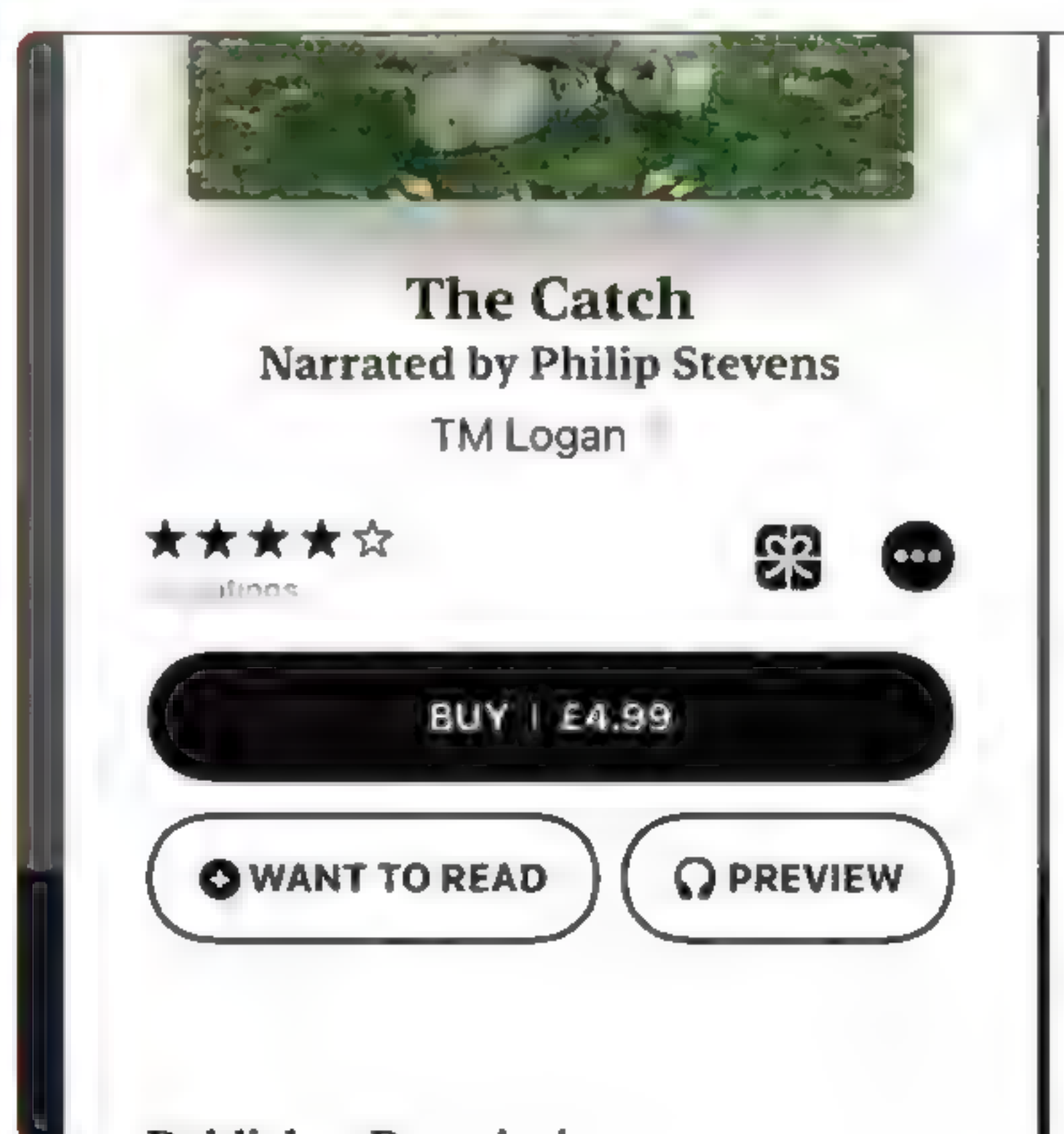
Adding PDFs

You can add PDFs to the Books app. Email it to yourself as an attachment, open the email and tap the PDF. Tap the Share icon in the bottom left corner, and then tap More > Books. On a Mac, you add them by opening Books, going to File > Add to Library and navigating to the document. It can then be opened on any device using the same Apple ID.



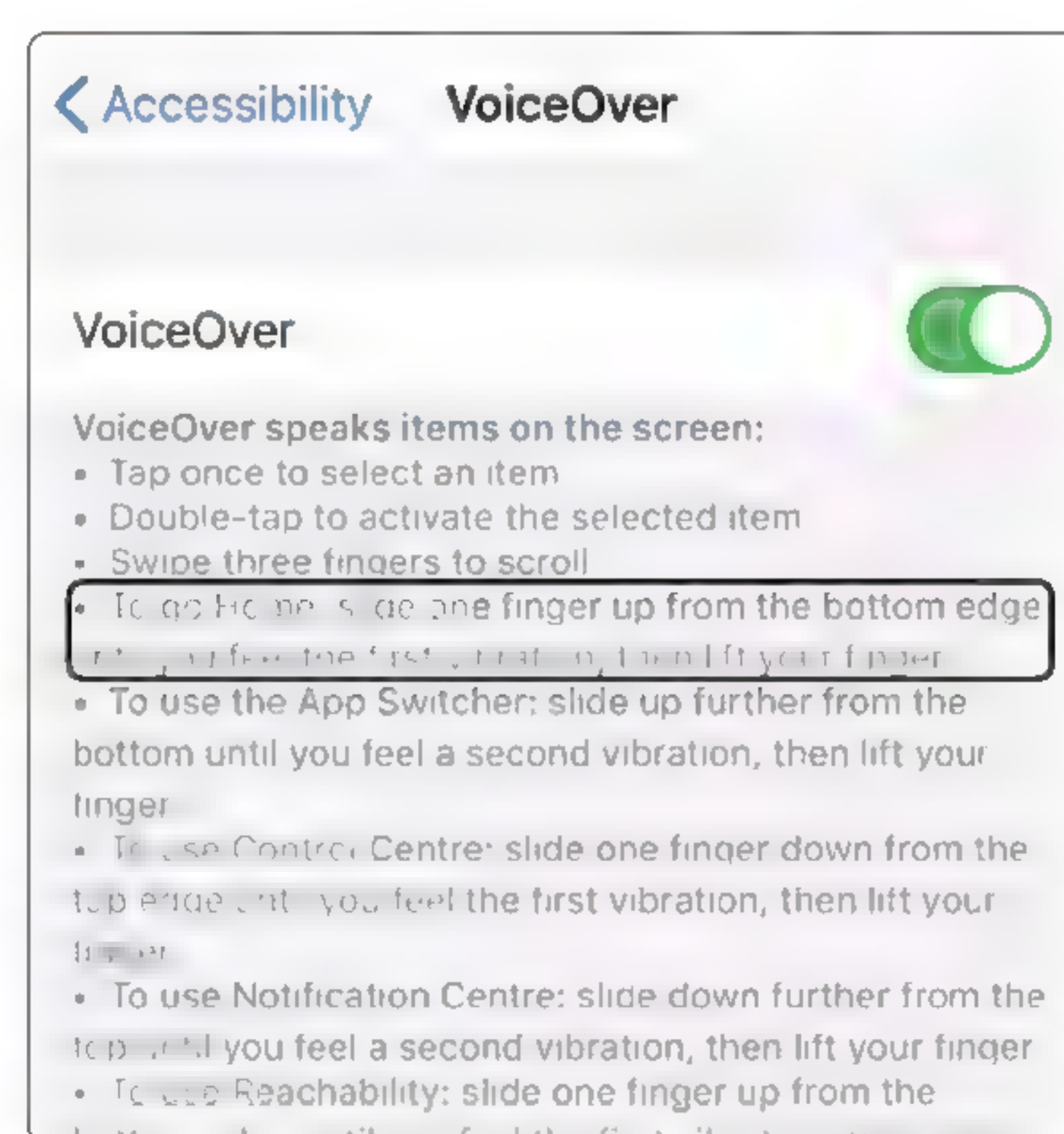
The Three-dots Icon

In several places in the Books app, you see an icon showing three horizontal dots beneath a book cover. Tap this for a range of options. If you tap the Remove icon, you can hide a book you've purchased, or delete a downloaded book, so it appears but with a cloud in the corner for you to download it again later. On a document, you can delete it from your iPhone or from all your connected devices.



Audiobooks

The Books app has its own Audiobooks tab. On the main Books screen, tap it to be taken to the Audiobooks store. Tap the icon in the top right corner to be taken to a new screen, from where you can browse audiobooks according to genre, charts, bestsellers and more. Tap on an audiobook for an in-depth description, the opportunity to buy it or add it to your wish list, or listen to a free sample.



Having a book read to you

Have your books read to you using a feature called VoiceOver. Go to Settings > Accessibility > VoiceOver and switch VoiceOver on. Go back to Accessibility (tap once to highlight, then double-tap to go back) and tap scroll with three fingers to find Accessibility Shortcut. Select the VoiceOver option, which can then be switched on or off by triple-pressing the Home button. Not every book is VoiceOver compatible.

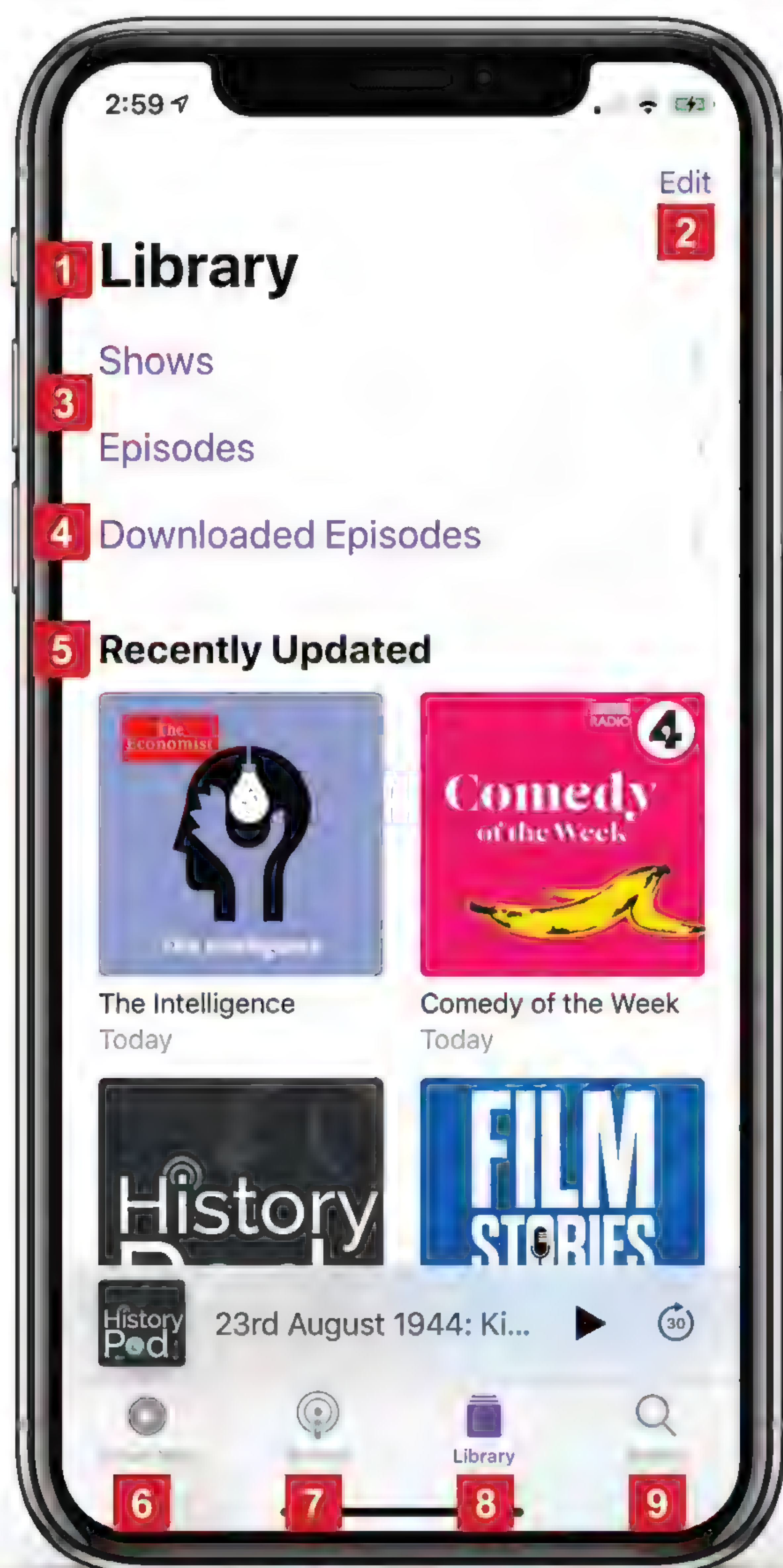


Podcasts App

For Audio Shows

The Podcasts app makes finding, listening to, watching and downloading podcasts easier than ever. There's a wealth of interesting podcasts to choose from too. Here's how to find and enjoy them on your iPhone.

Podcasts in Focus



1 This is your Library which is the collection of podcasts to which you're currently subscribed. Tap one of the links under this title to see shows you're subscribed to, a show's individual episodes and more.

2 Tap the Edit link and you can customise your main Library screen, dragging categories into a position of your choosing and hiding ones you don't need to use any more.

3 Tap one of these two links and your podcasts are listed according to individual episodes or by release date, rather than by the series they're from.

4 Tap this link for a list of podcast episodes that are downloaded, and are ready to be listened to in the Podcasts app.

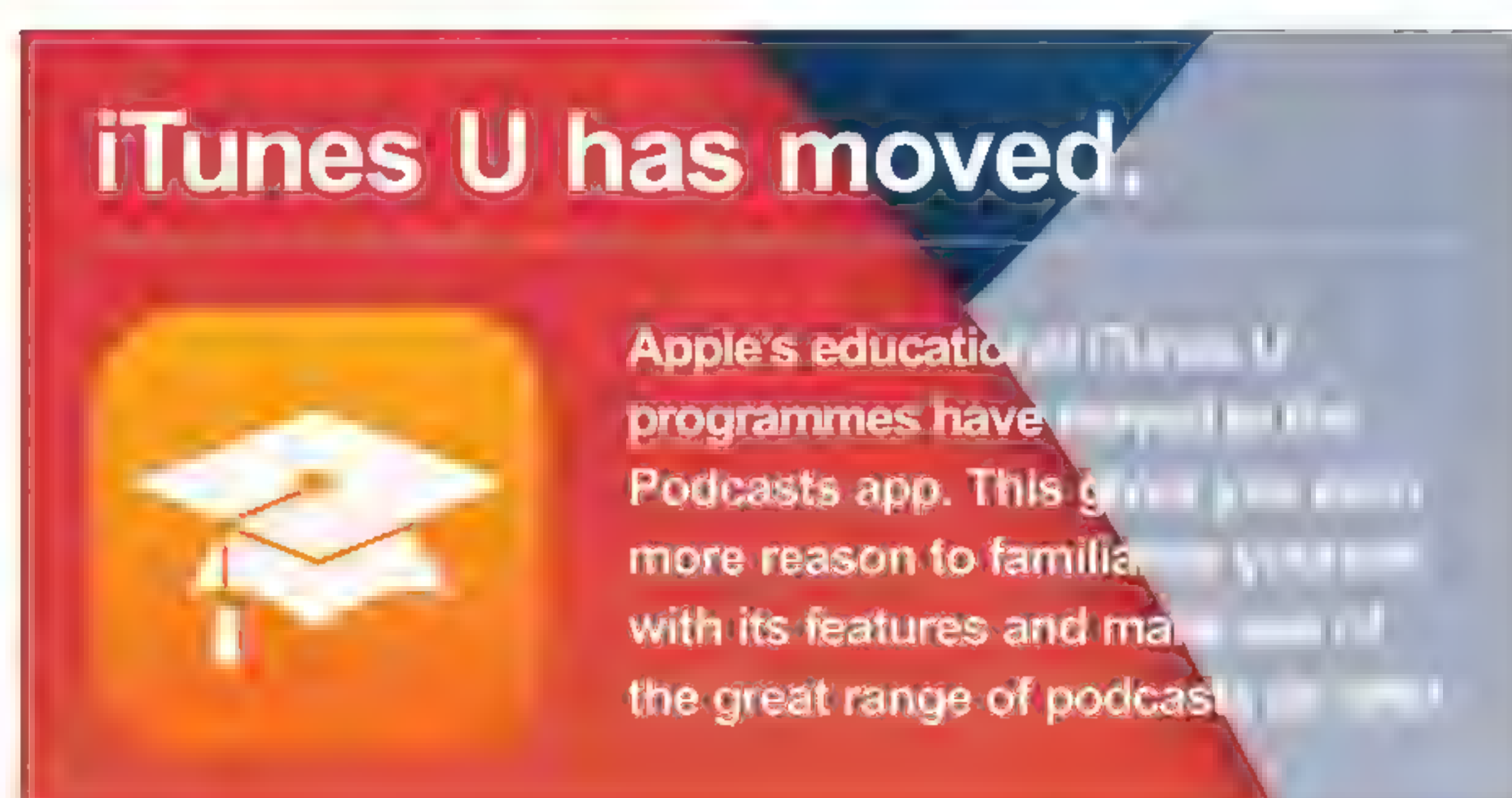
5 These are the podcasts that have recently been updated, that is, a new episode has been released. Tap on a show to open it.

6 Tap here for a list of the podcasts to which you're currently subscribed. Tap one of them to see individual shows in that podcast.

7 Browse available podcasts, with popular and featured podcasts shown prominently. Find one you like and then listen in, or you can subscribe to it.

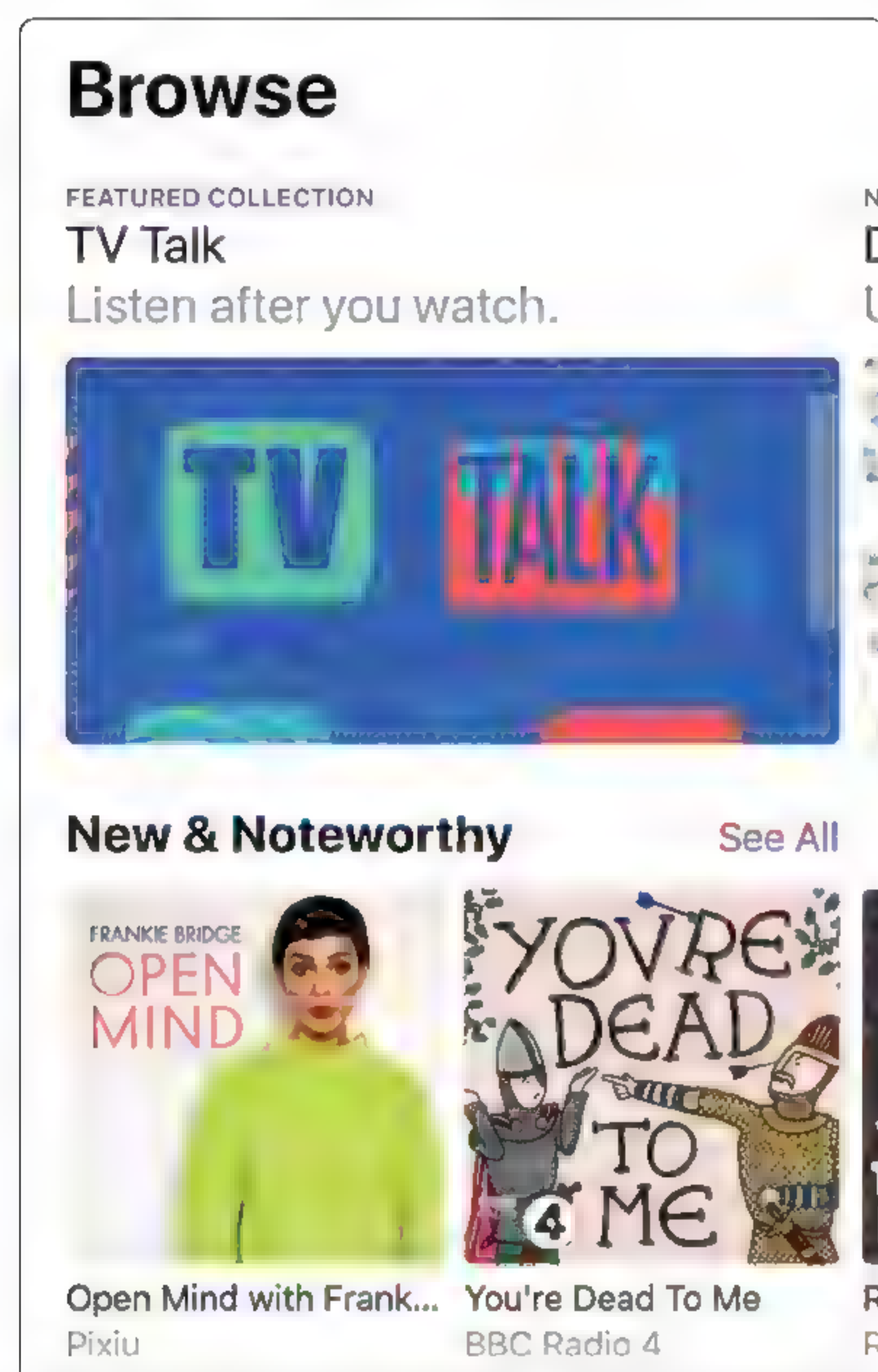
8 This icon takes you to the Library screen, the one shown here.

9 Search available podcasts here. Maybe search for a subject that interests you or a person who makes a good show. Most podcasts are free.

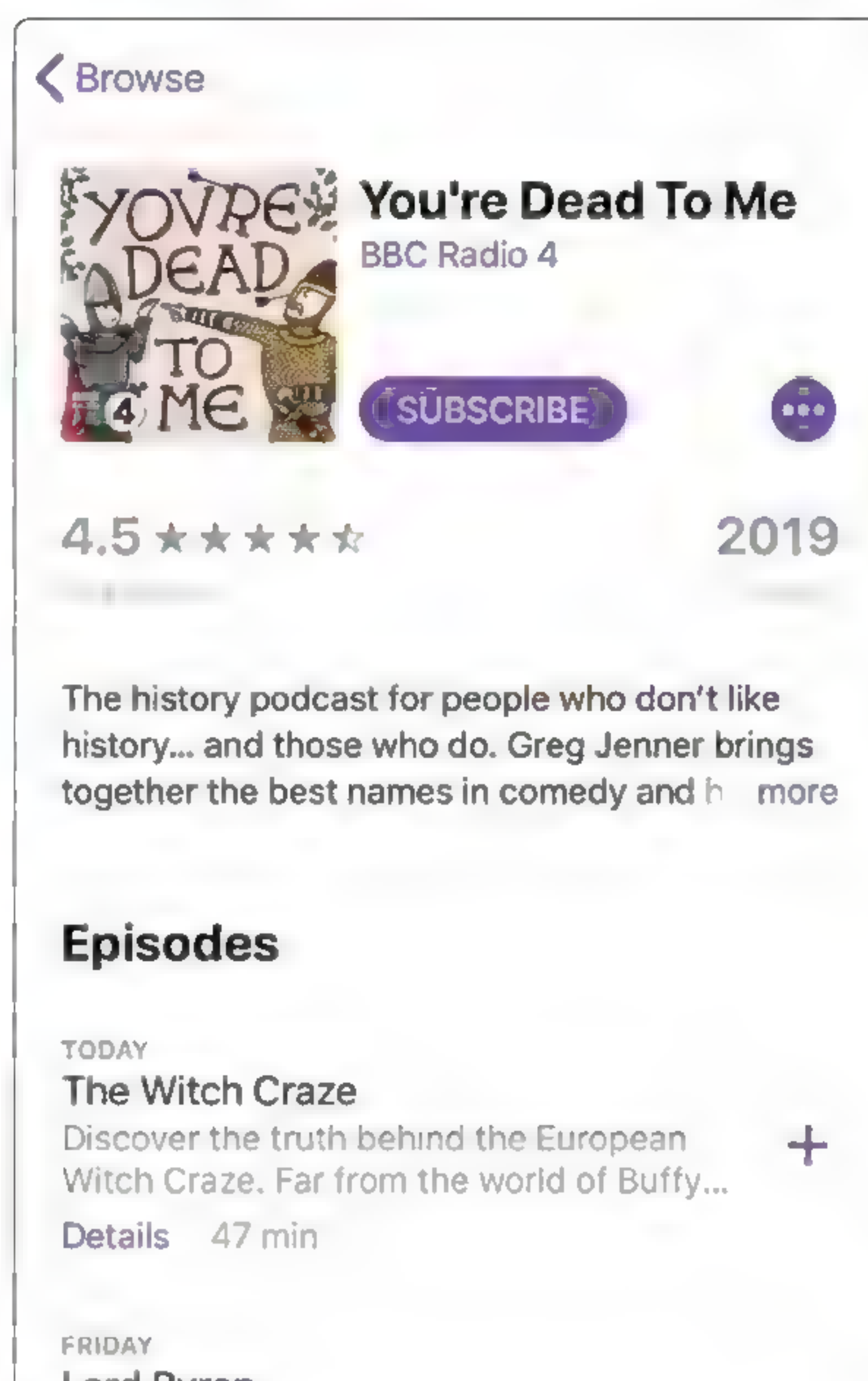




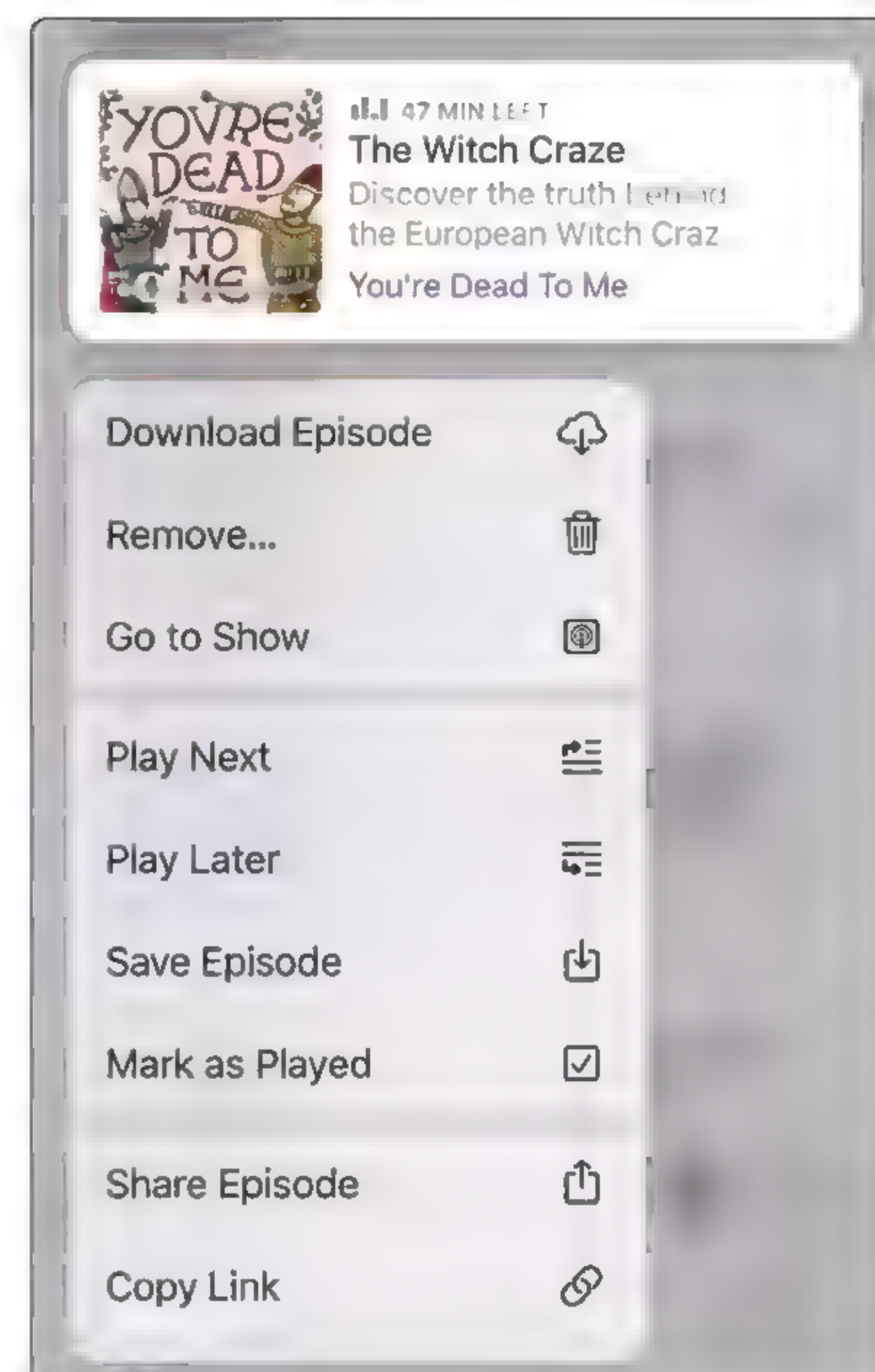
Inside the Podcasts app



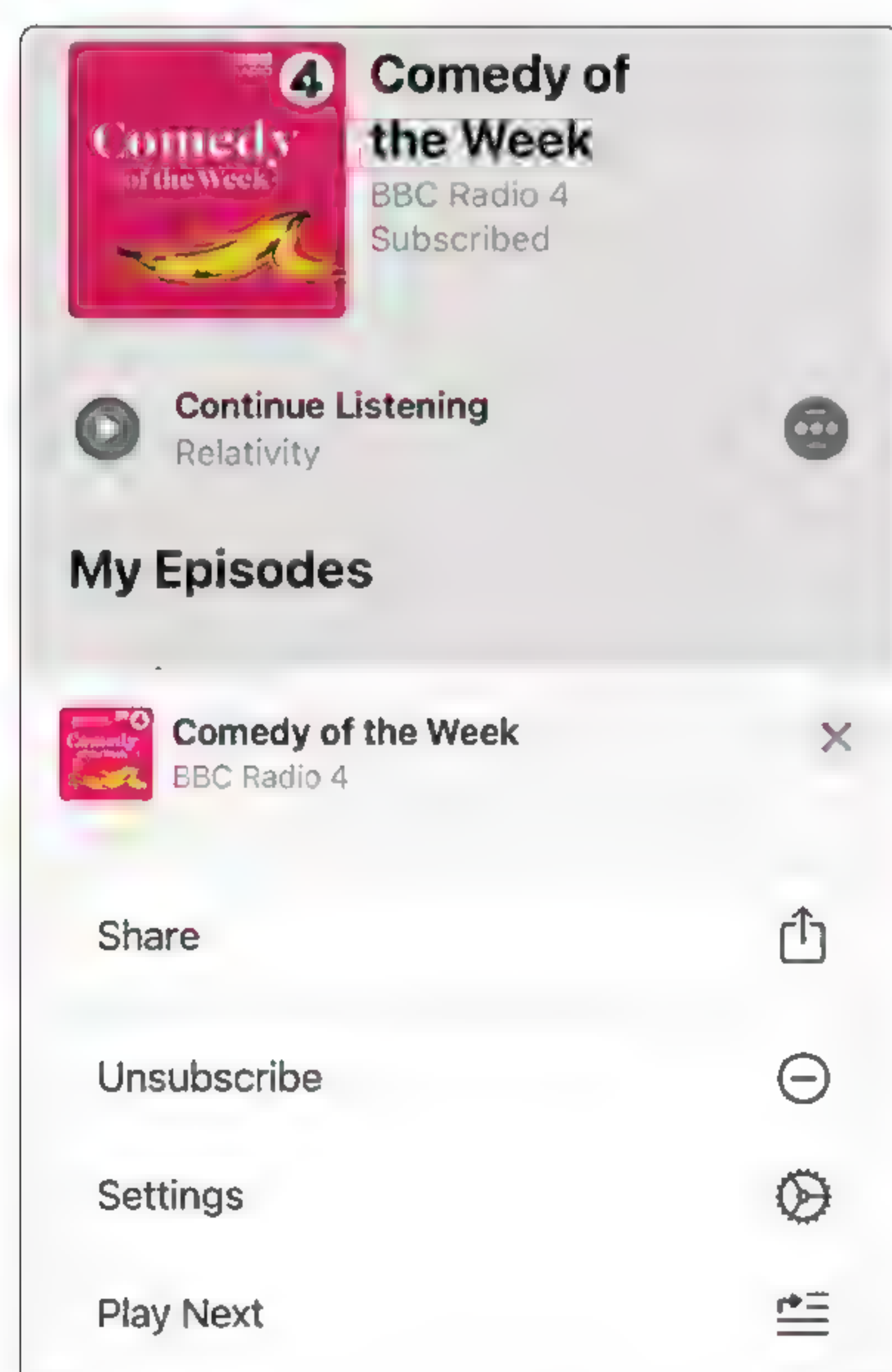
1 To find a podcast that interests you, first tap Browse at the foot of the screen. Podcasts are divided into categories to make it easier to find your favourite subjects. The search feature is there for when you want to be more specific.



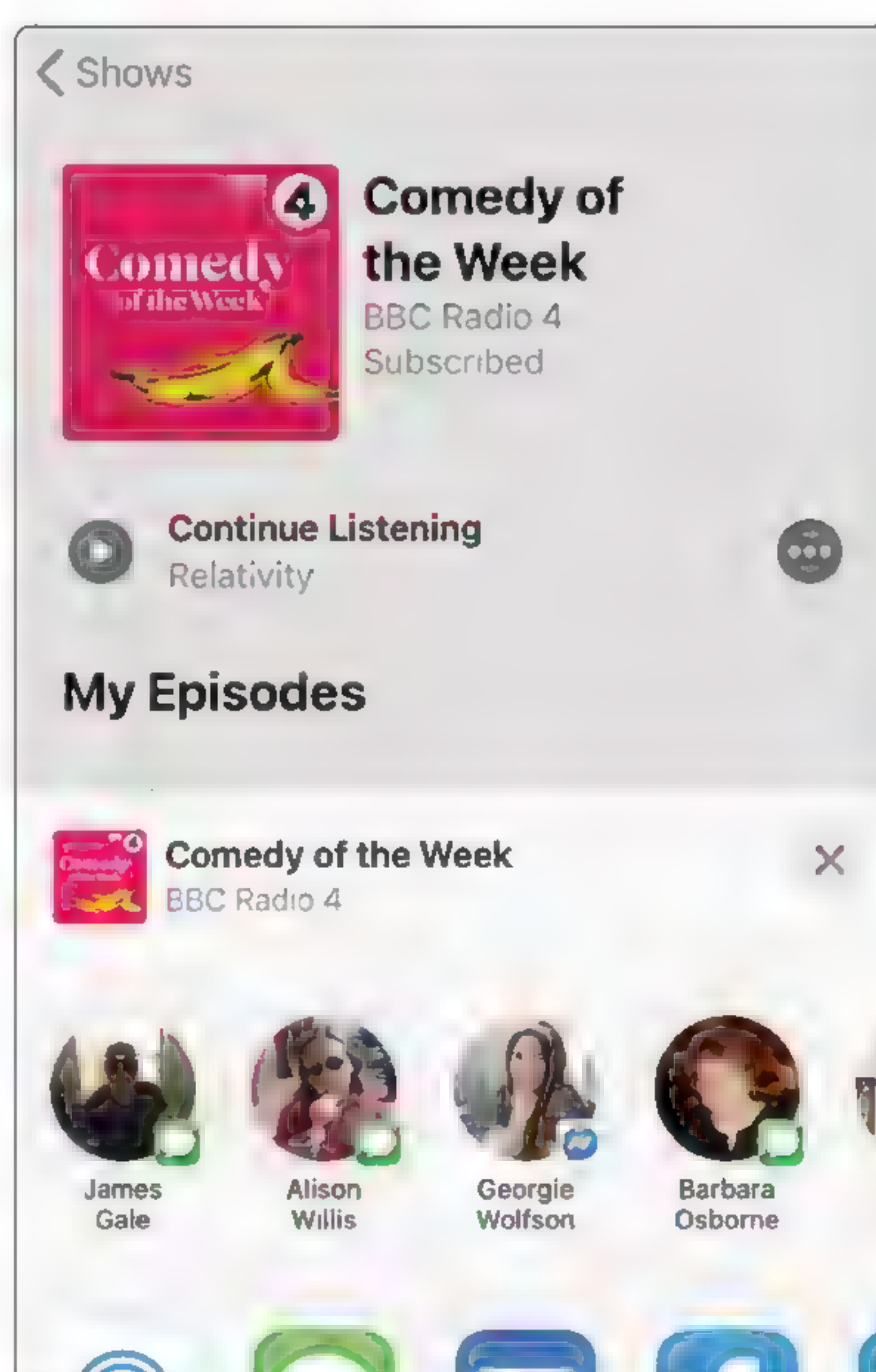
2 Tap a podcast to open its episode list. You don't have to subscribe to enjoy its individual episodes. Just find one you like the look of, tap the '+' icon to add it to your library then the Cloud icon that replaces it if you want to download it.



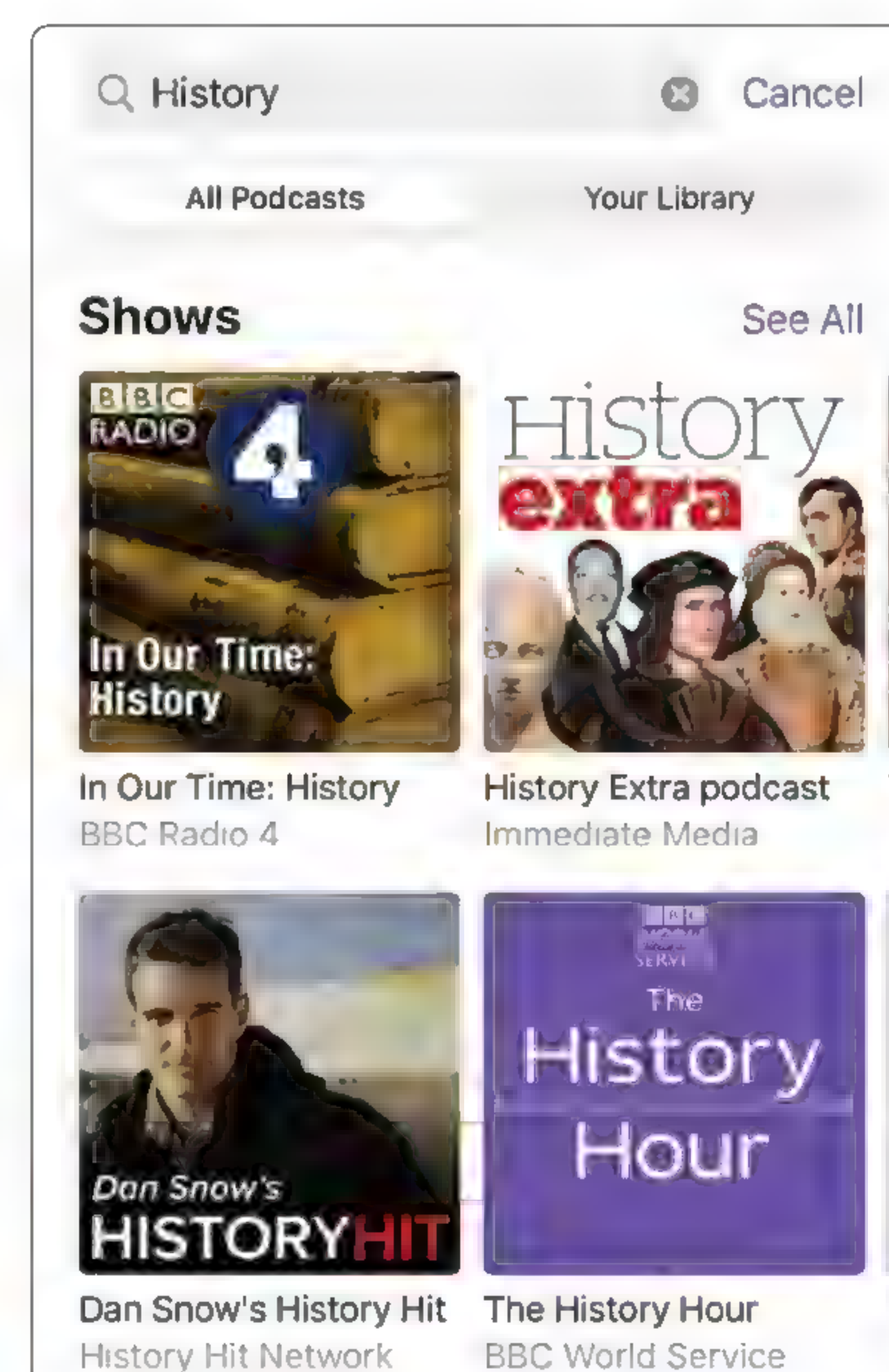
3 To subscribe to a podcast, tap its Subscribe button. In the Listen Now section you see your chosen podcast with the rest. Tap on a subscribed podcast to navigate its available episodes. Tap and hold or deep tap for these options.



4 Tap the Three-dots icon in an open Podcast, as shown, and a pop-up window lets you unsubscribe, delete the podcast, share it or change the settings, which affects things like whether you get notifications for new episodes and more.



5 To share with a friend, open the podcast from your library. Tap the three-dots icon, then the Share Button at the bottom of the options window. Choose how you'd like to share it from the options available in the window.



6 The search facility (tap the icon in the bottom right corner) is a great way of looking for podcasts in subjects that interest you. The tabs under the search field let you search all available podcasts, and those in your own library respectively.

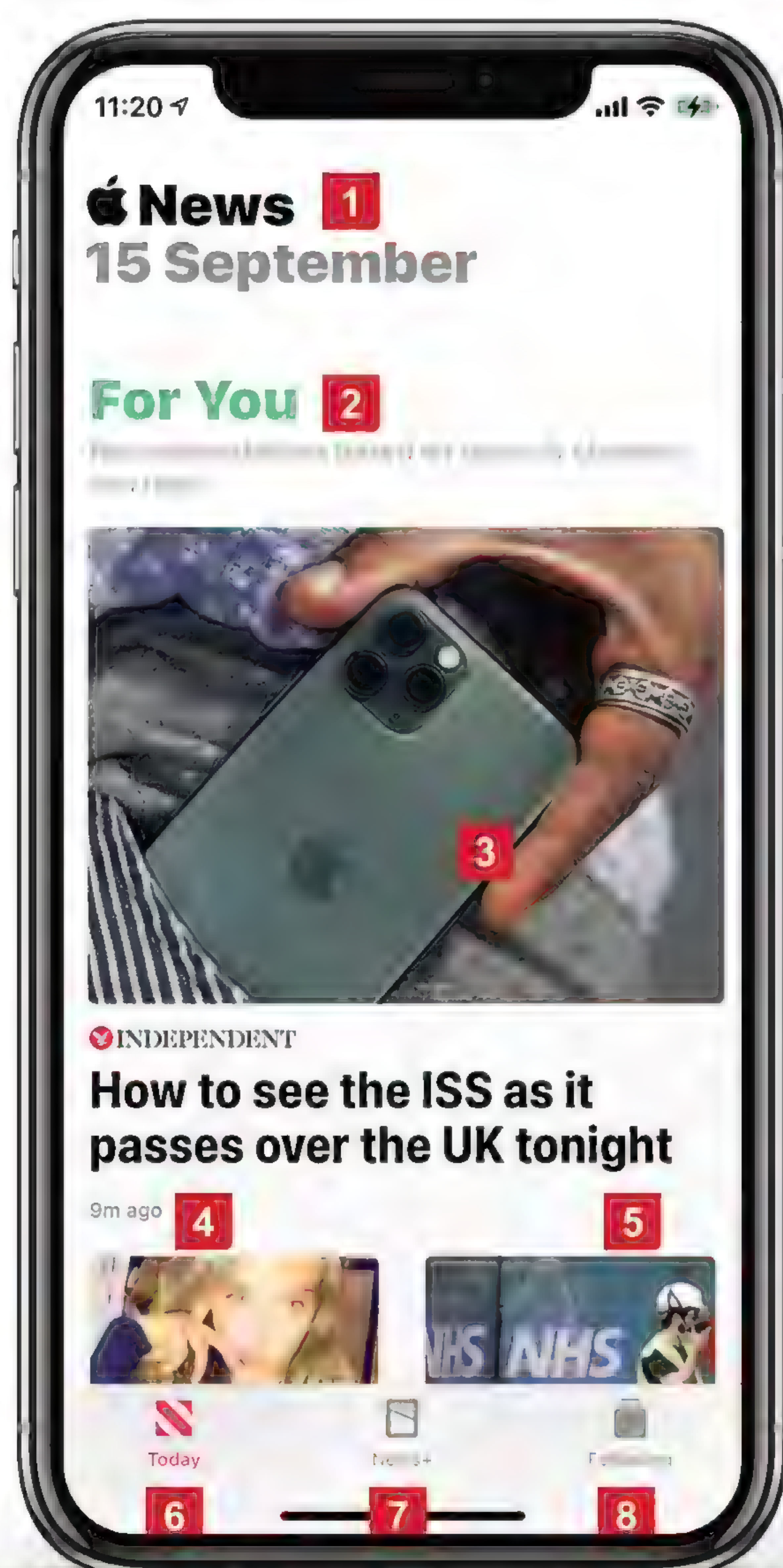


News App

Stories and Features

If you regularly trawl the web for news and features on subjects that interest you, the News app should be a welcome addition. It gathers stories from numerous sources into one place for quick and easy reading.

News in Focus



1 Today's date, which is always important on a digital news app.

2 This is Today, the News app's main page. Scroll for top stories, trending stories and more.

3 You can watch videos directly from the News app. Just tap the Play button and the video plays, right there in the story.

4 Stories in the News app are tagged with how long ago they were uploaded to the Internet, so you know how recent your stories are.

5 Front-page news stories are usually illustrated with photos, videos or other such graphics. If you scroll the page, you get to see a range of news stories, trending stories, top videos and articles selected especially for you.

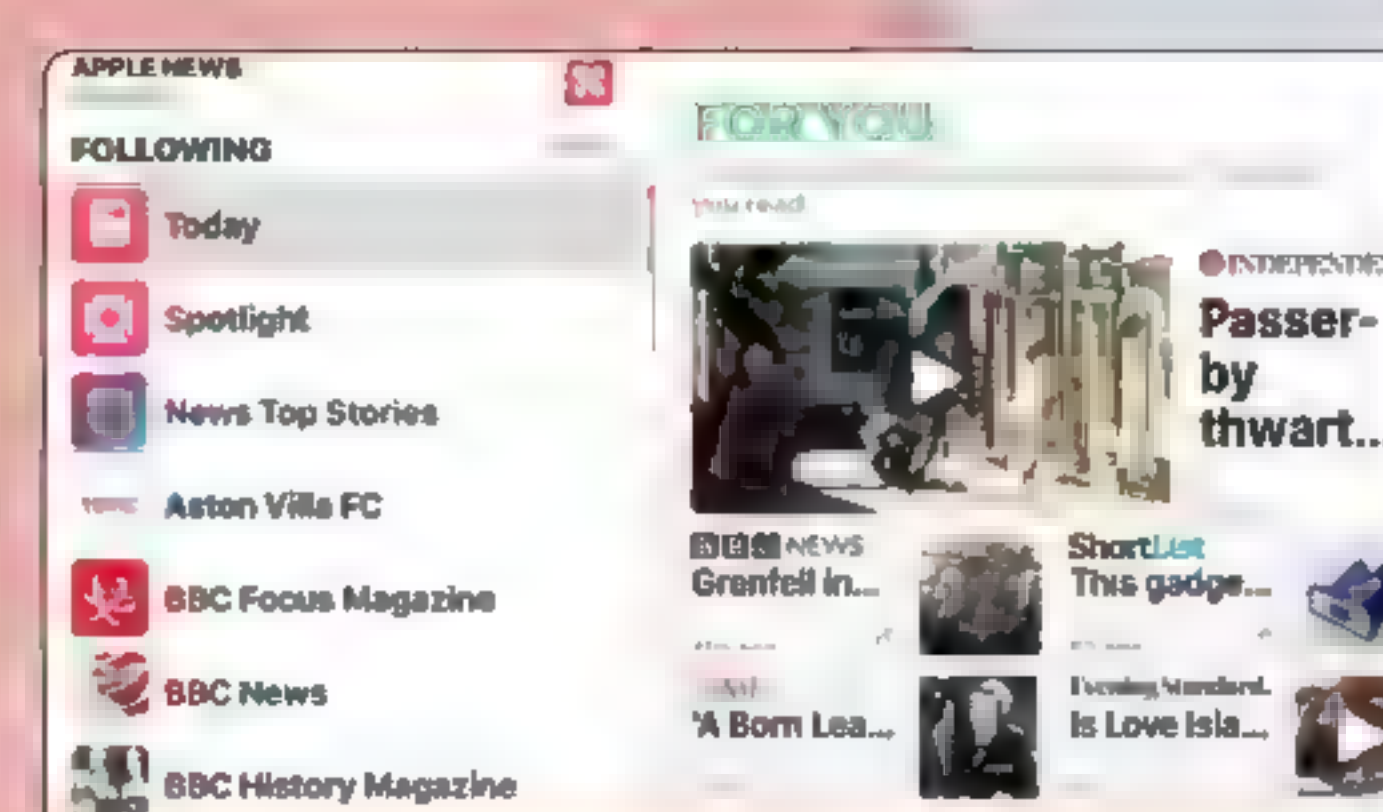
6 This is the Today icon. It takes you back to the screen shown here, which is your main news screen. It collates important news items from the major sources of national and world news in your locality.

7 This icon reads 'News+', and is your gateway to Apple's paid-for subscription service that collates news, features and information from magazines and newspapers from all over the world. Your first month is free.

8 Tap the Following icon for a list of news sources and subjects you currently follow. From there, you can add new sources and subjects, delete those you're no longer interested in, search the News app, review your saved stories and manage the channels and topics you've blocked.

Plus-sized iPhones.

When you turn the News app into landscape mode you get a sidebar showing the channels you're following and more.



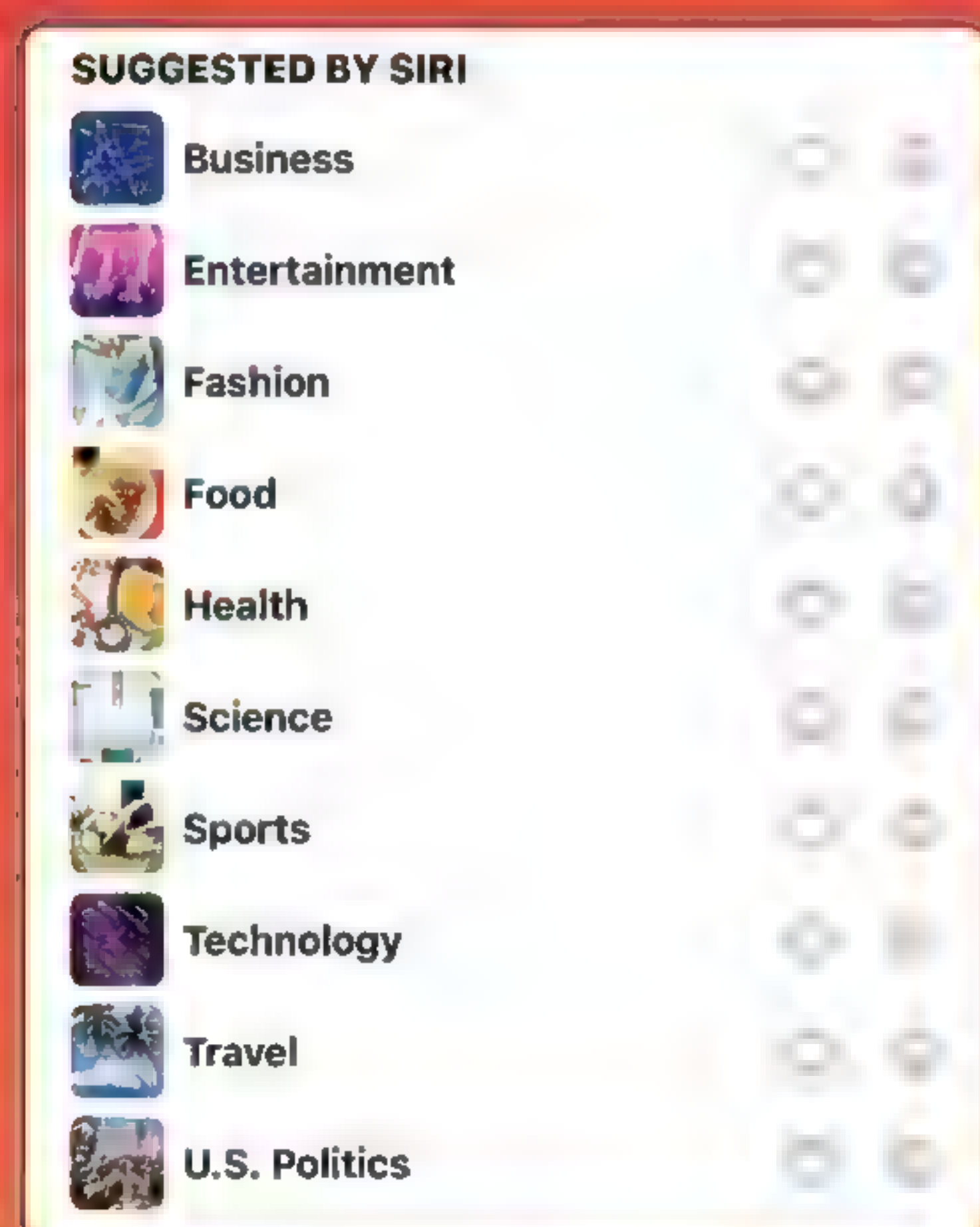


Getting started with News.

To get the most from News, first set it up to your specific requirements.



Tap **Continue** to open the News app. It's on the **Today** page. Tap **Channels** (bottom right) to see Siri's suggestions. Tap the heart icon next to topics you like and the crossed heart next to ones you dislike. Slide an option left to remove or ignore it. Pull down to search.

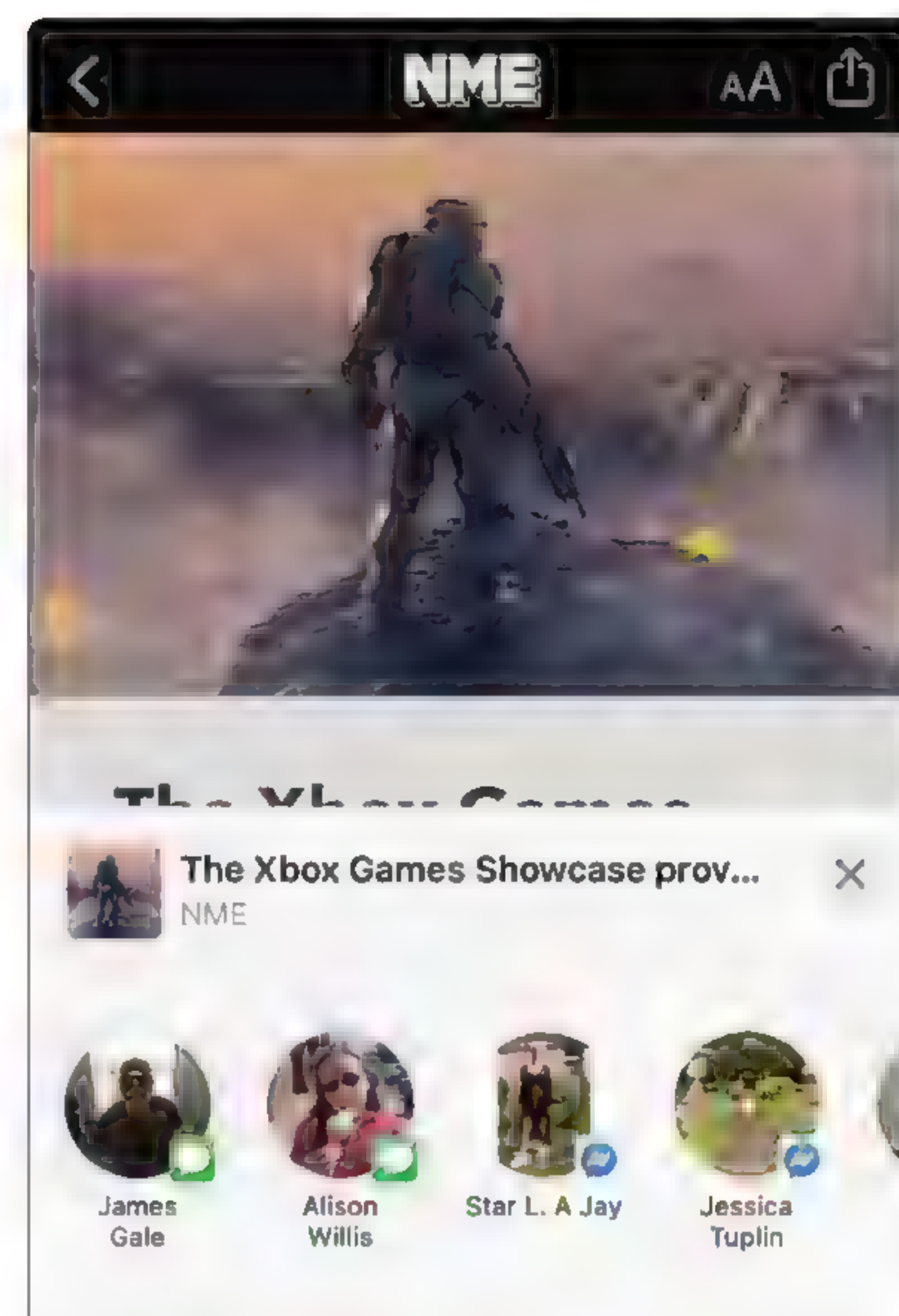


Under **Suggestions**, tap **Search**. You can also tap **Channels** (bottom right) to see Siri's suggestions. Tap the heart icon next to topics you like and the crossed heart next to ones you dislike. Slide an option left to remove or ignore it. Pull down to search.

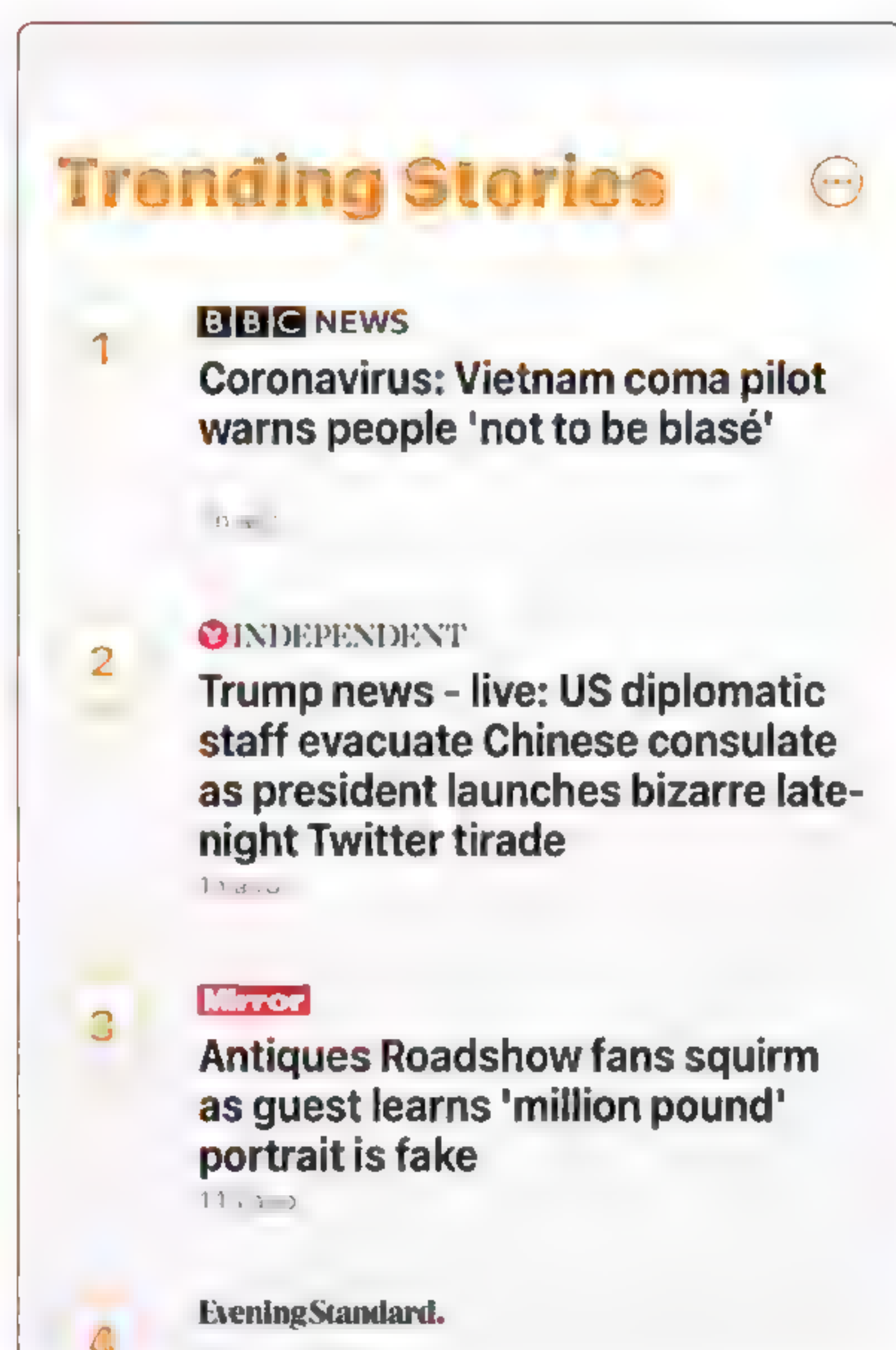
Today and Spotlight/Weekend icons



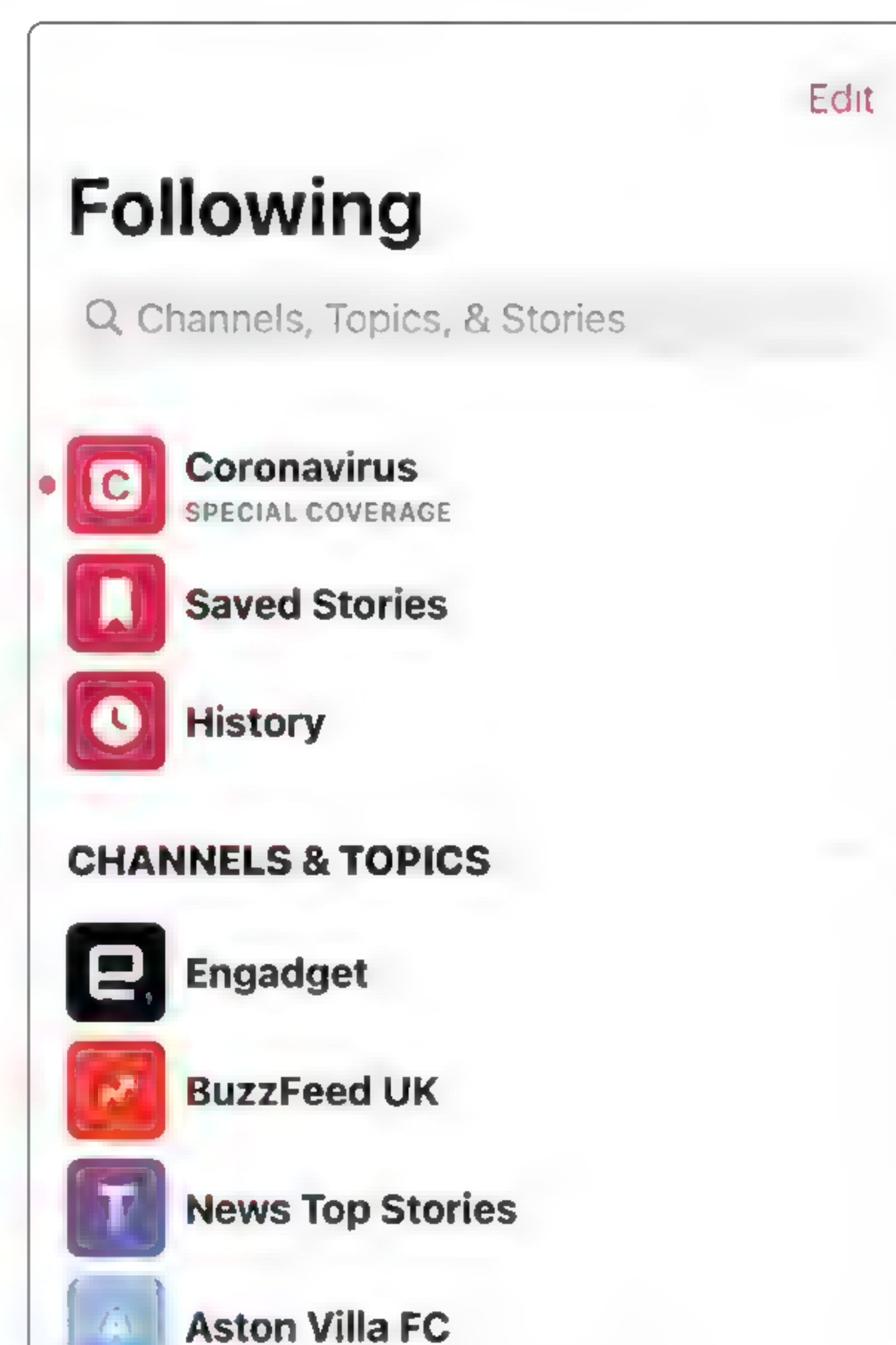
1 On the Today screen, tap a news story to open it on your iPhone, so you can read it in its entirety. With the news story open, you can also change the font size (top right icon showing two 'A's'). Tap the chevron, top left, to go back to the Today screen.



2 At the top of an open news story is the Share icon. Tap it and use the heart-shaped icons for liking and disliking a story. This helps Siri tailor stories and suggestions to your tastes. You can also copy and save a story, alongside many more options.



3 Scroll down the Today screen for more categories. Top Stories are today's most important news items. For You is news and features tailored to your tastes. Trending Stories are tales doing the rounds on social media. Videos are collected on the Today screen too.



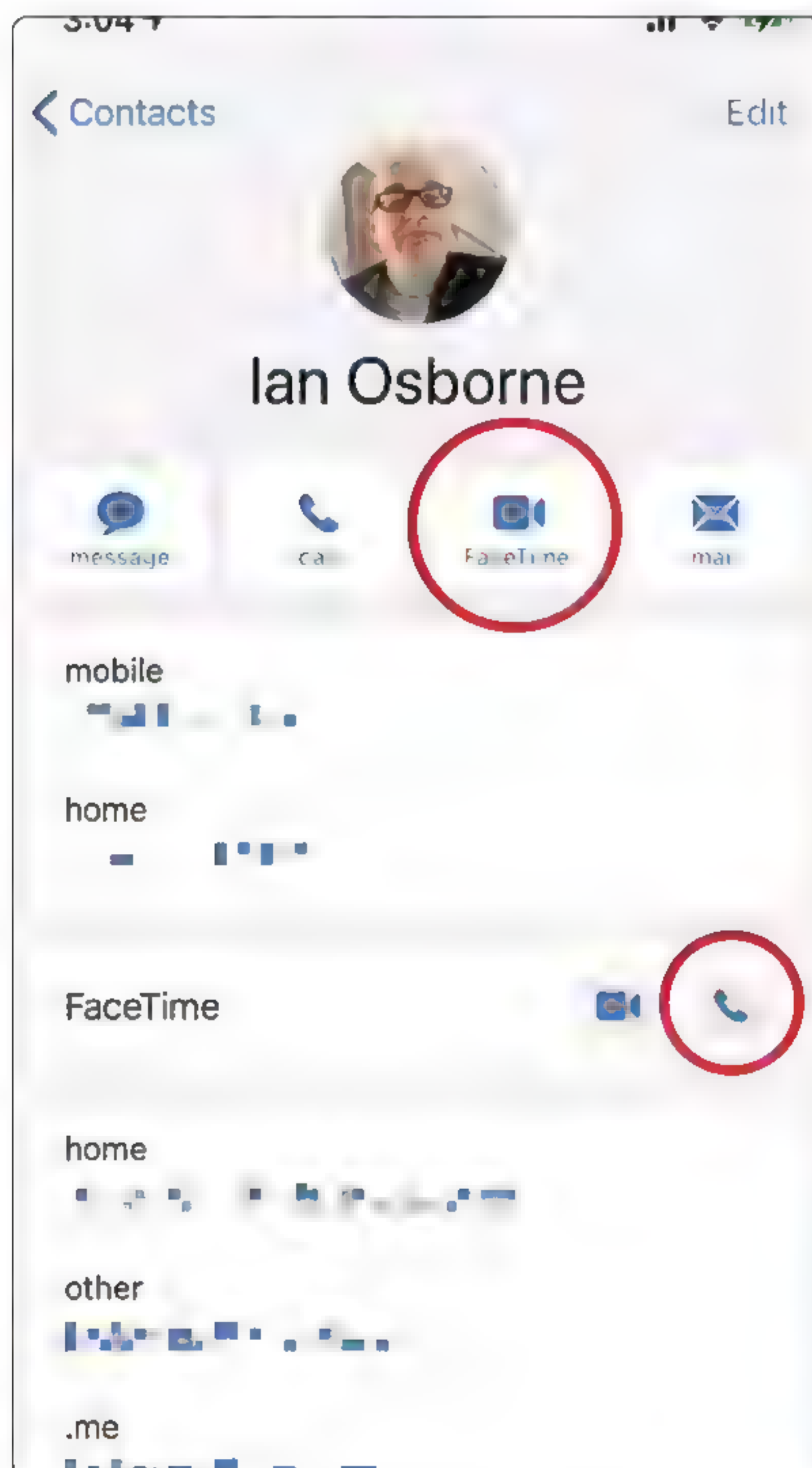
4 Tap the Following icon for a list of news sources and titles you're currently following. Tap and hold one for a pop-up that lets you go to, unfollow or block a channel. Scroll down and tap Discover Channels & Topics for suggestions of more things to follow.



FaceTime App

Audio and Video Calls

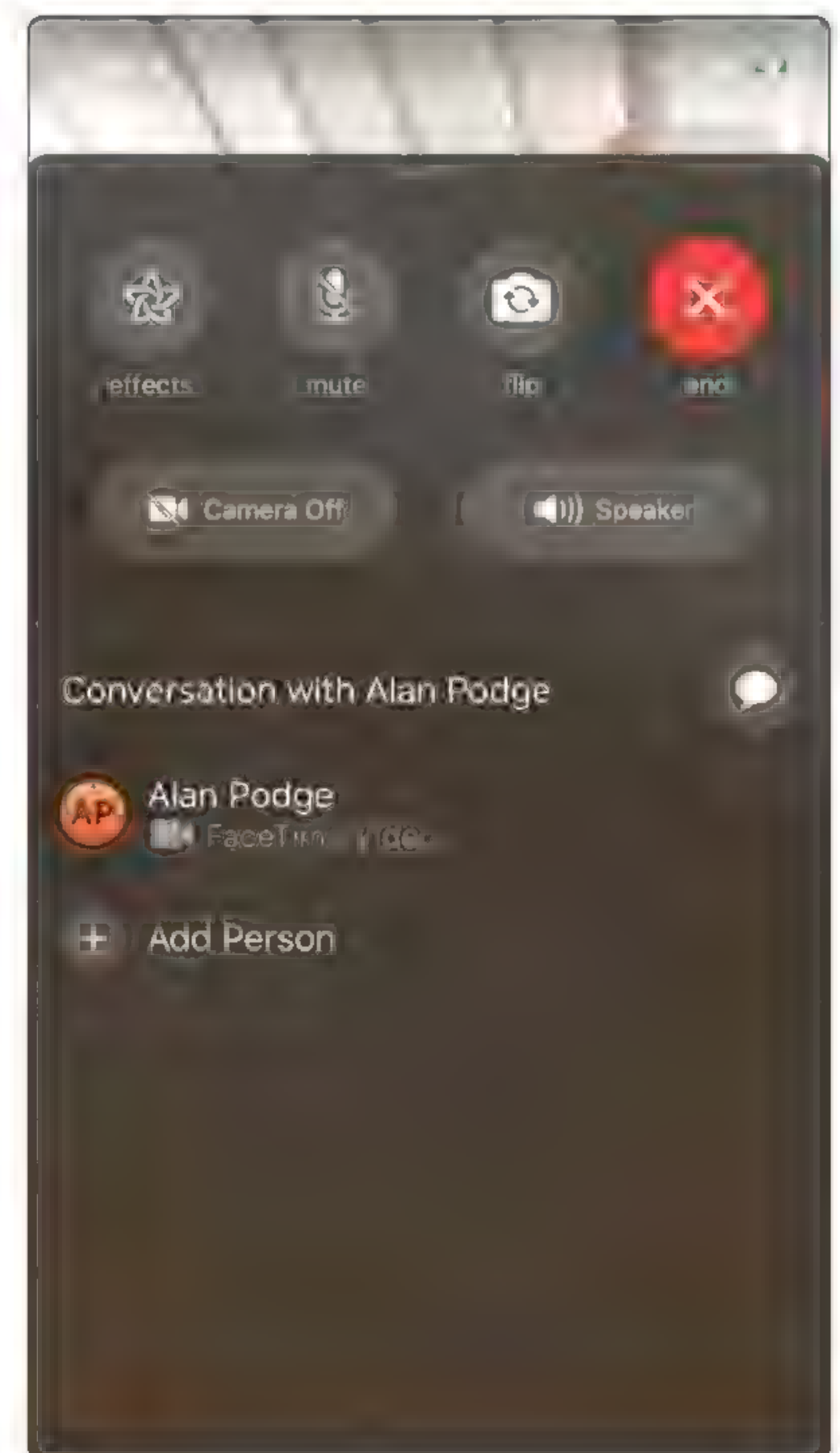
Your iPhone's FaceTime app can make audio and video calls, as long as they're to another Apple device. This can be an iPhone, iPad, iPod touch, Mac or even Apple Watch (audio only); as FaceTime calls are made over the Internet, they're free. You can even make group calls, with several people appearing on screen at once for a party chat.



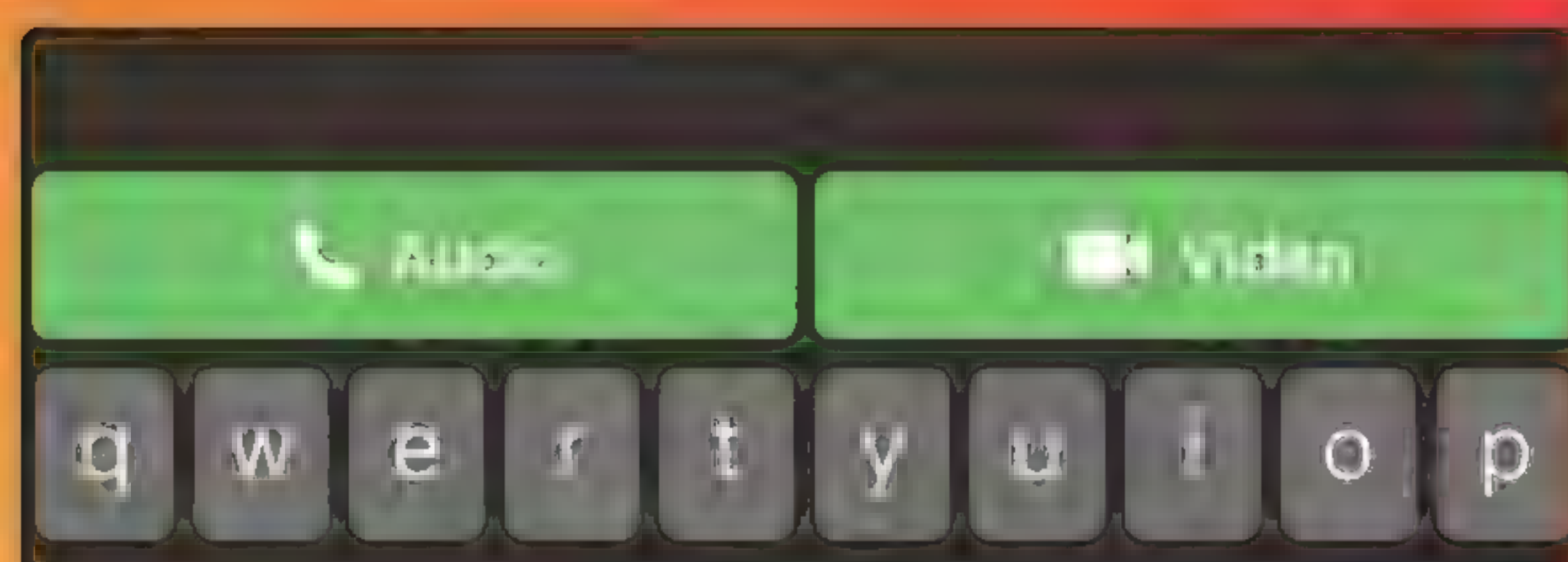
1 Press the FaceTime camera at the top of a contact card to for a video call, or select the FaceTime phone icon further down for an audio only FaceTime call. In the FaceTime app, previous calls are listed; tap one to repeat the call.



2 In video chats, you're in the small window, while your contact is in the main screen. Tap the screen to get the controls. To switch between the front and rear cameras, tap the Camera icon. Tap the big red button to end the video call.

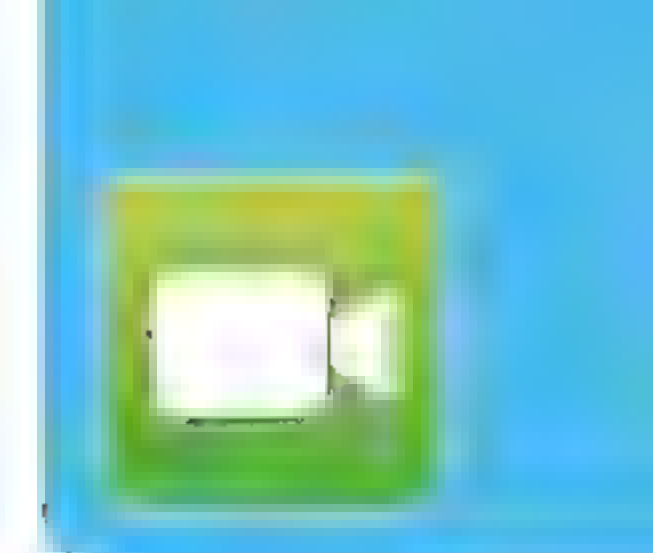


3 Tap the screen to show the controls, and swipe it up, using the handle at the top, to see the full range of options. You can mute the mic, turn off the camera, send a message, switch between the front and rear camera, and more.

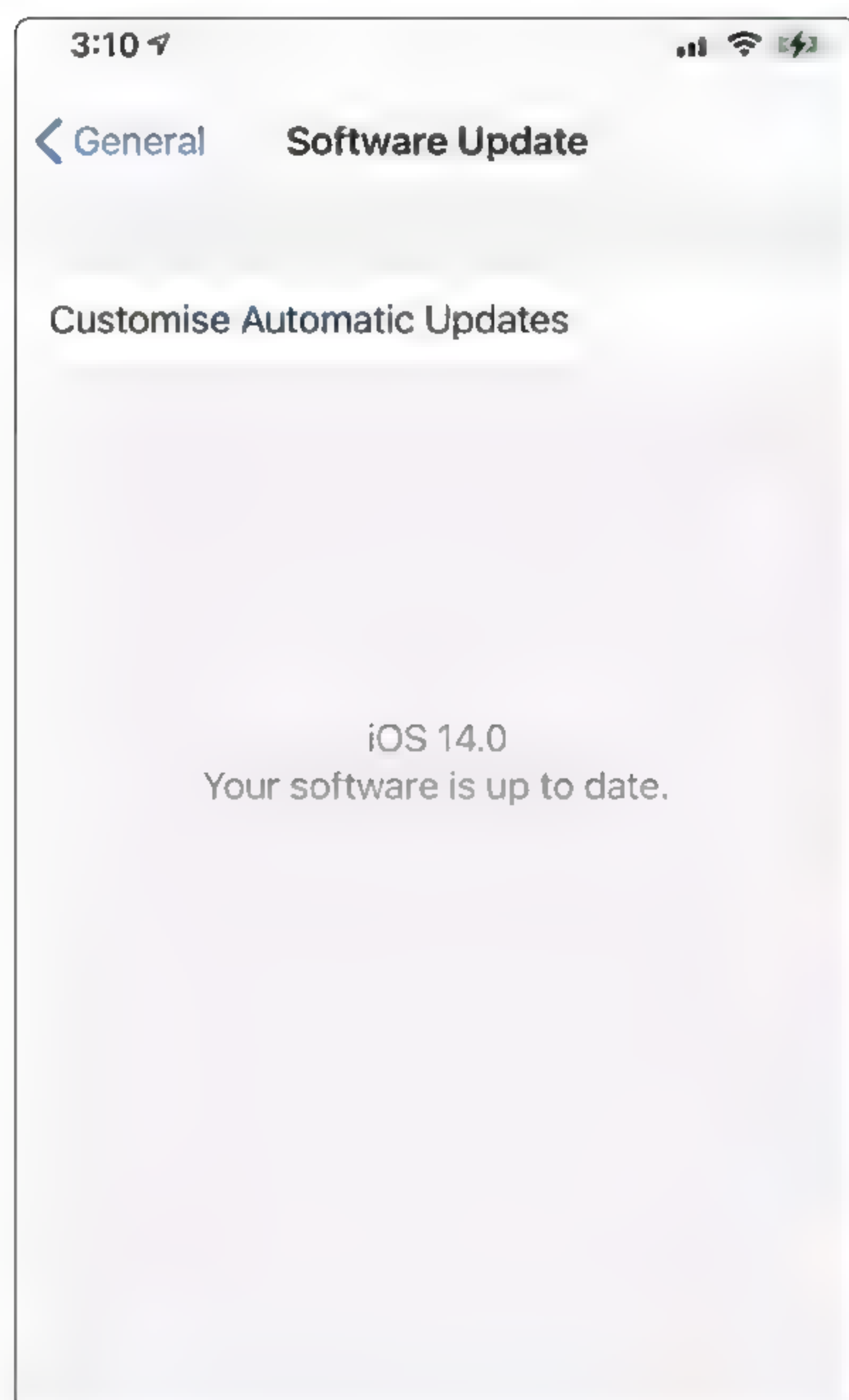


Sound or vision.

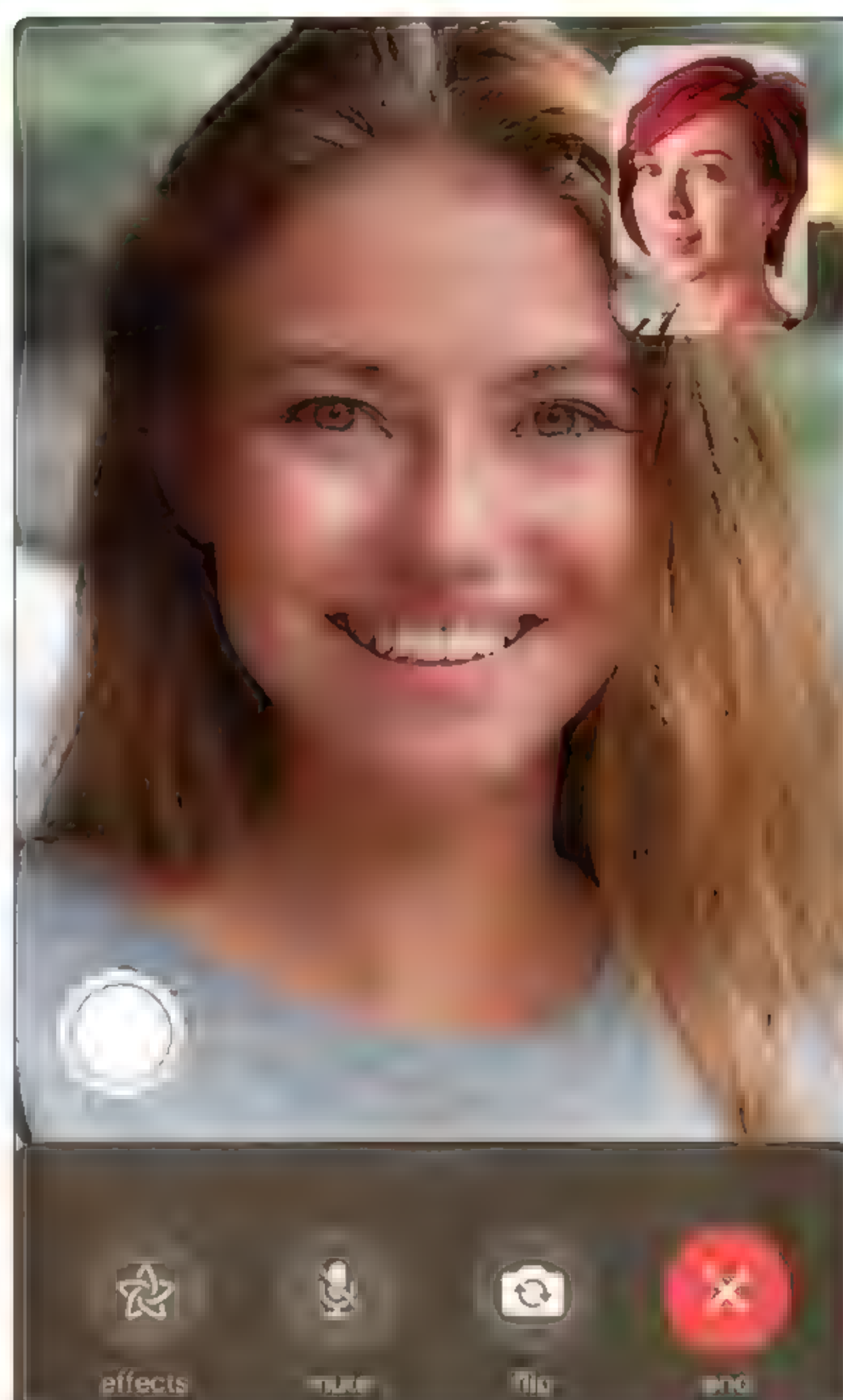
When you start a new FaceTime call from the FaceTime app, by tapping the + icon and typing a number or email address instead of tapping a previous call, you get the option of using video or audio chat. You see green buttons appear. Tap the one you want to place the call.



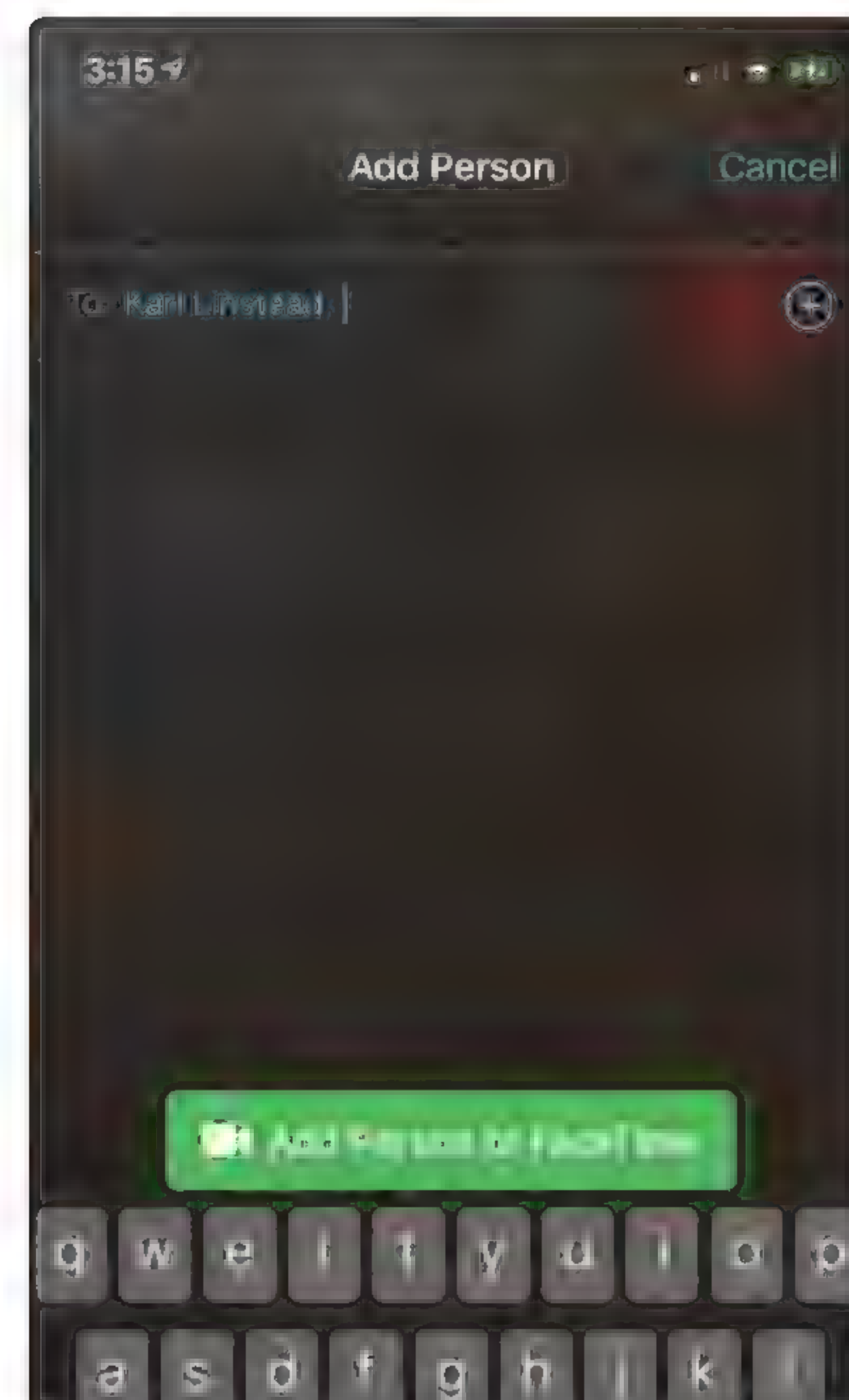
Group FaceTime calls



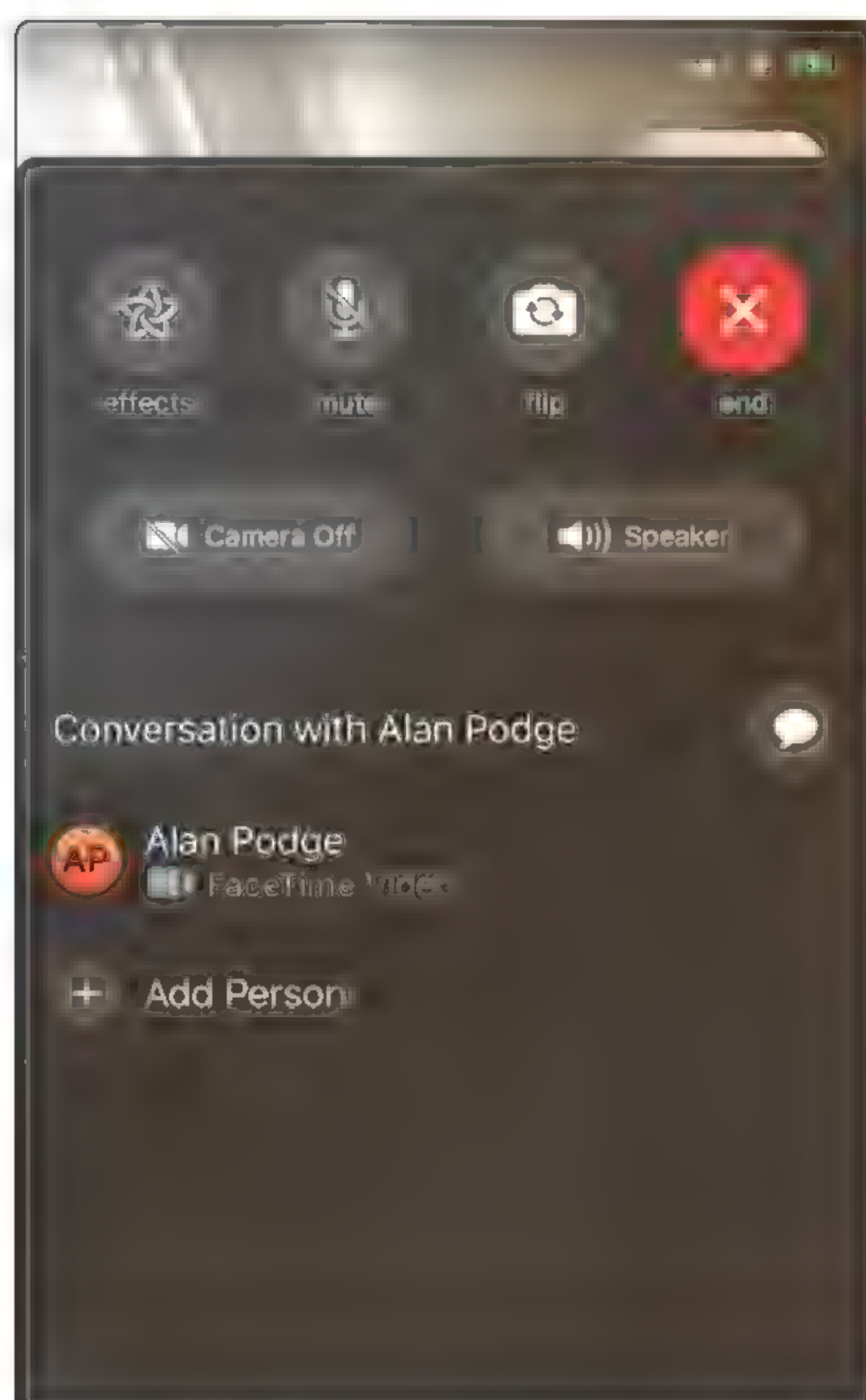
1 Group FaceTime calls were introduced with the iOS 12.1 update and to Mac's Mojave with macOS 10.14.1. Obviously, you can also use it with later versions of iOS, iPadOS and macOS.



2 Start a FaceTime call and tap the screen for controls. Lift it up using the handle at the top of the window. (Incidentally, the white Camera button takes a live photo during a video call.)



3 To add another person to your FaceTime chat, tap Add Person and then enter their details. Tap their name as soon as it appears, then tap the green Add Person to FaceTime button.



4 Up to 32 people can join a Group FaceTime chat. To leave, tap the screen to raise the icons as before and then tap the red button to end the call. The rest of the group is unaffected.



5 As long as you've updated to the operating systems covered in Step 1, you can mix Macs, iPhones, iPads and iPod touches in Group FaceTime chats. They will all work fine.



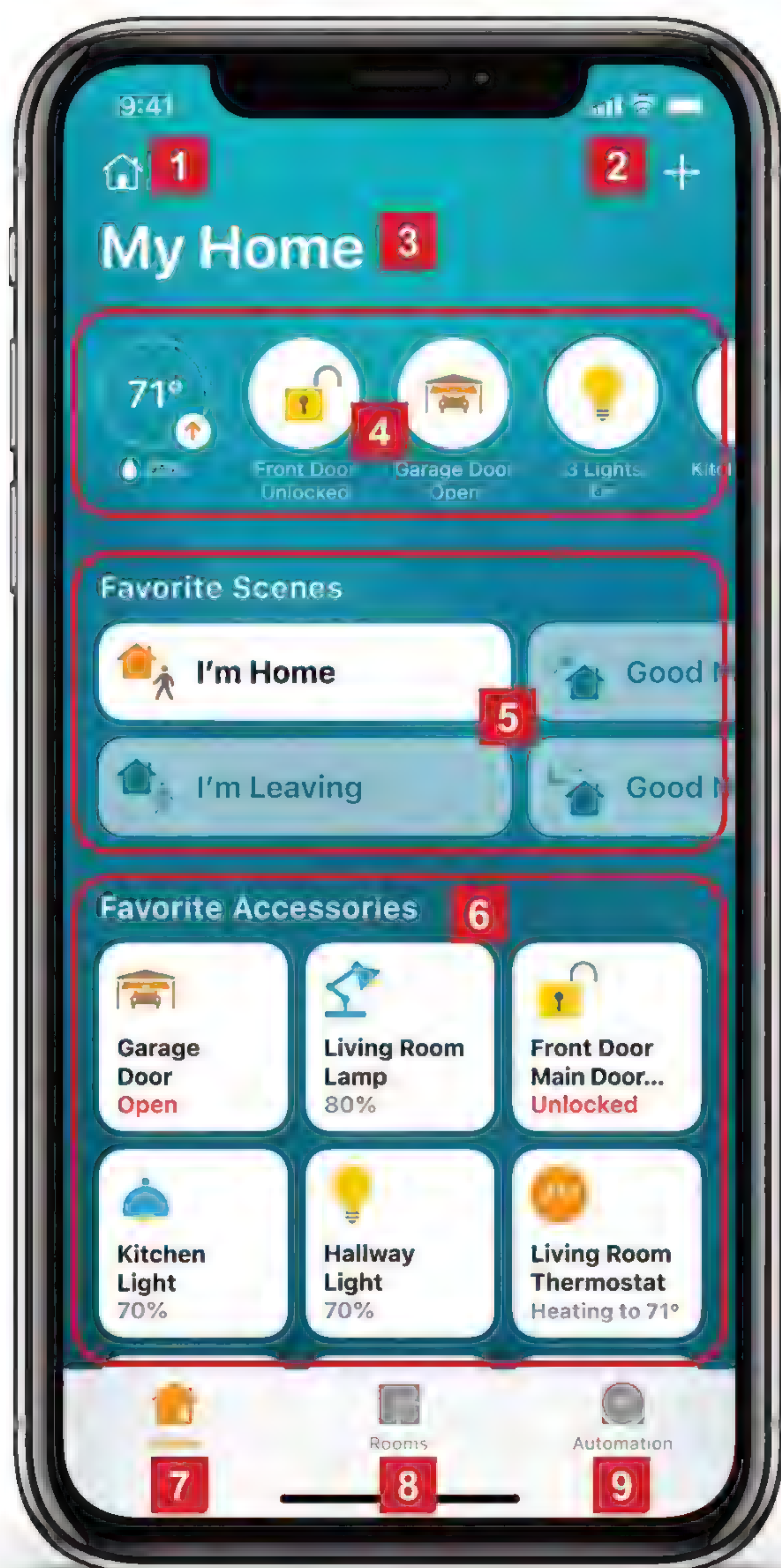
6 You can even Group FaceTime from an Apple Watch or a HomePod speaker, though as these devices don't have built-in cameras, you are limited to audio chat only.



Home App

Control Your Gadgets

The Internet of Things involves controlling your household appliances and electronic gadgets remotely, over the Internet. HomeKit-compatible devices can be controlled directly from the Home application. Here's how.



1 Tap the home icon in the top left corner of the screen for a pop-up allowing you to access your Home Settings and your Room Settings. Home Settings cover the whole of the house, while Room Settings let you set up specific rooms and groups of rooms.

2 The Plus icon gives another pop-up, from which you can add a HomeKit-compatible accessory; or add a scene or group of instructions to your accessories activated with a single tap.

3 This is the current name of your home. To change it, tap the Home icon (1), Home Settings and then tap the Name field to edit or change the current name.

4 These status icons give important information gleaned from your HomeKit-compatible accessories. You can tell at a glance, for example, whether a light is on, what the temperature is or whether a motion sensor is picking up movement.

5 Your favourite scenes. A scene is a series of actions activated together. For example, 'I'm Home' might turn on HomeKit-compatible lights, use a HomeKit-

compatible plug socket to switch on the TV or stereo and turn on the heating. Conversely, 'I'm Leaving' might turn them all off.

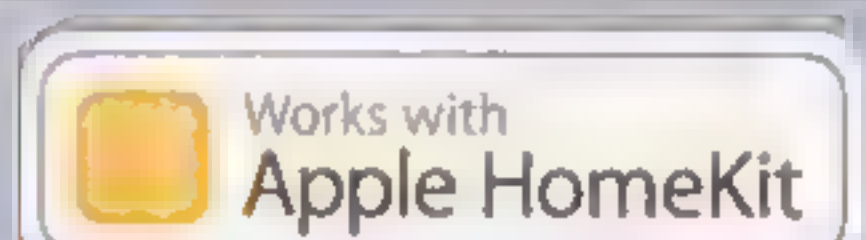
6 Here we see your favourite HomeKit-compatible accessories, added to the Home app by yourself. Tap on one of them for that individual gadgets' controls. This is a great way of accessing your smart devices from a single app, but they all have to be HomeKit-compatible.

7 The Home icon here takes you to your home's overview, as seen here. On this screen, you can add new scenes and accessories, as well as activating and controlling those you've already added.

8 Tap here to see the accessories you've grouped into a single room. This is useful if, for example, you have HomeKit lights all over the house. You can tap a room and turn on the lights registered to that room alone.

9 Tap Automation to set accessories to function automatically at given times or use Apple TV or HomePod to control your accessories when your iPhone or other Apple devices aren't nearby, and more.

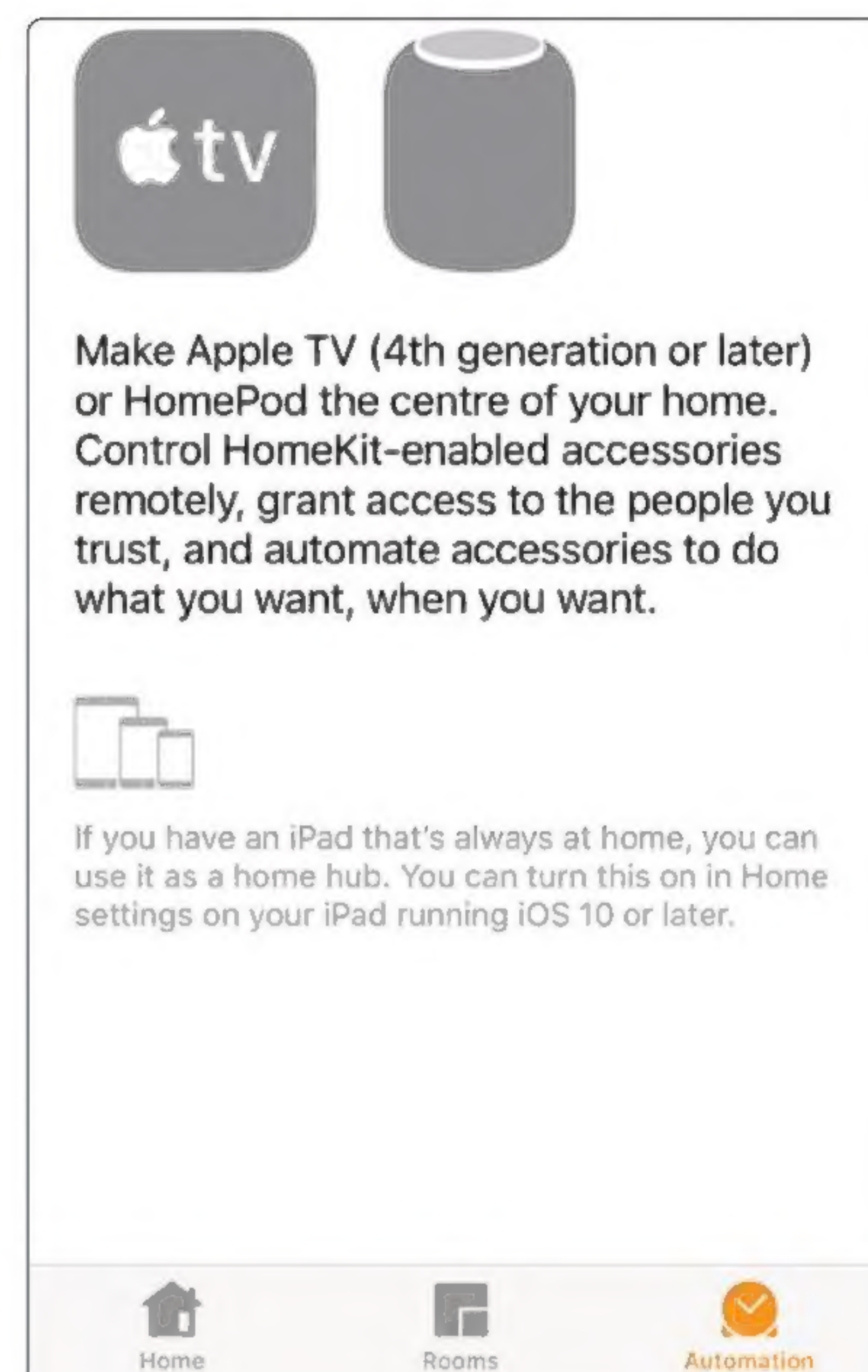
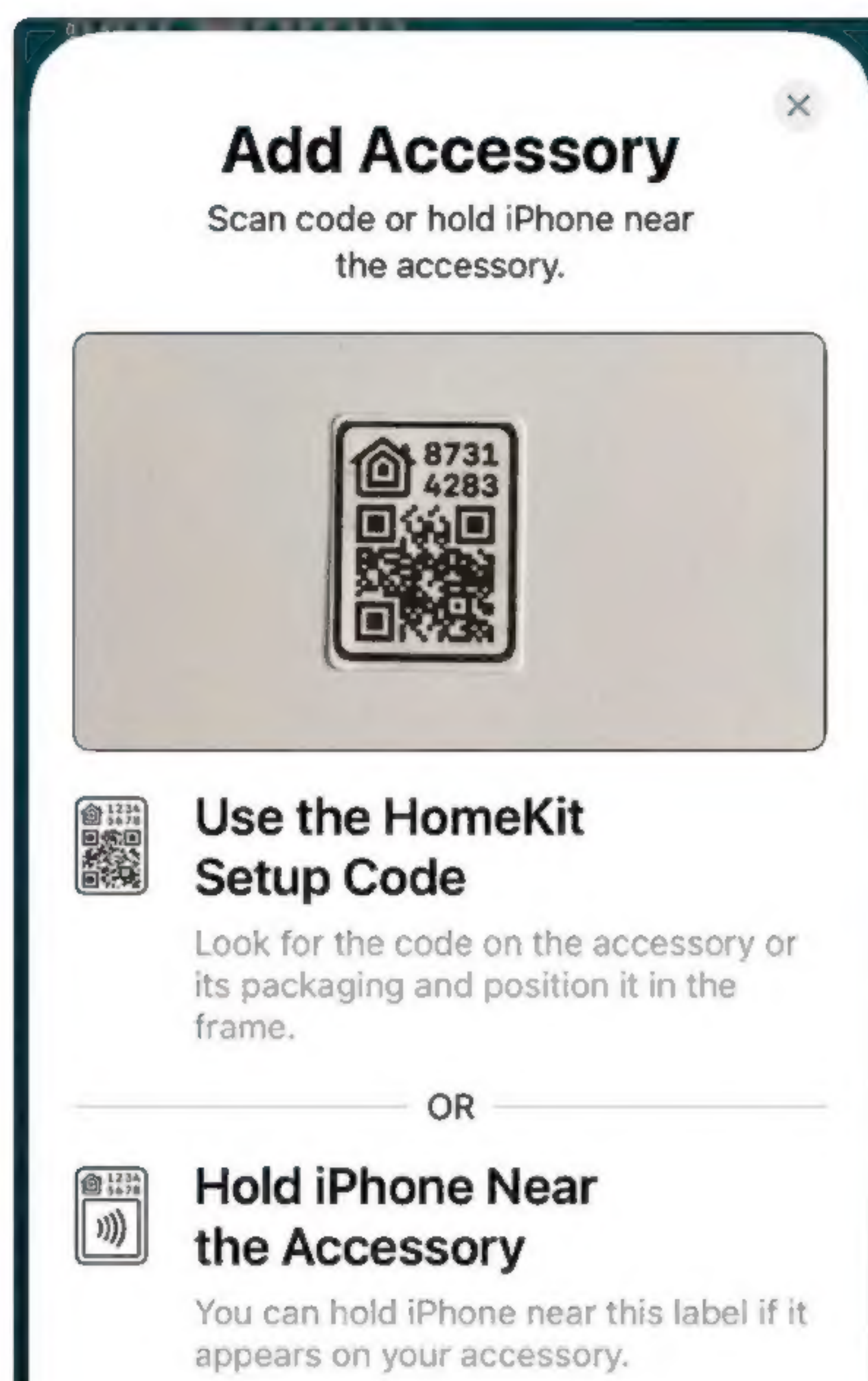
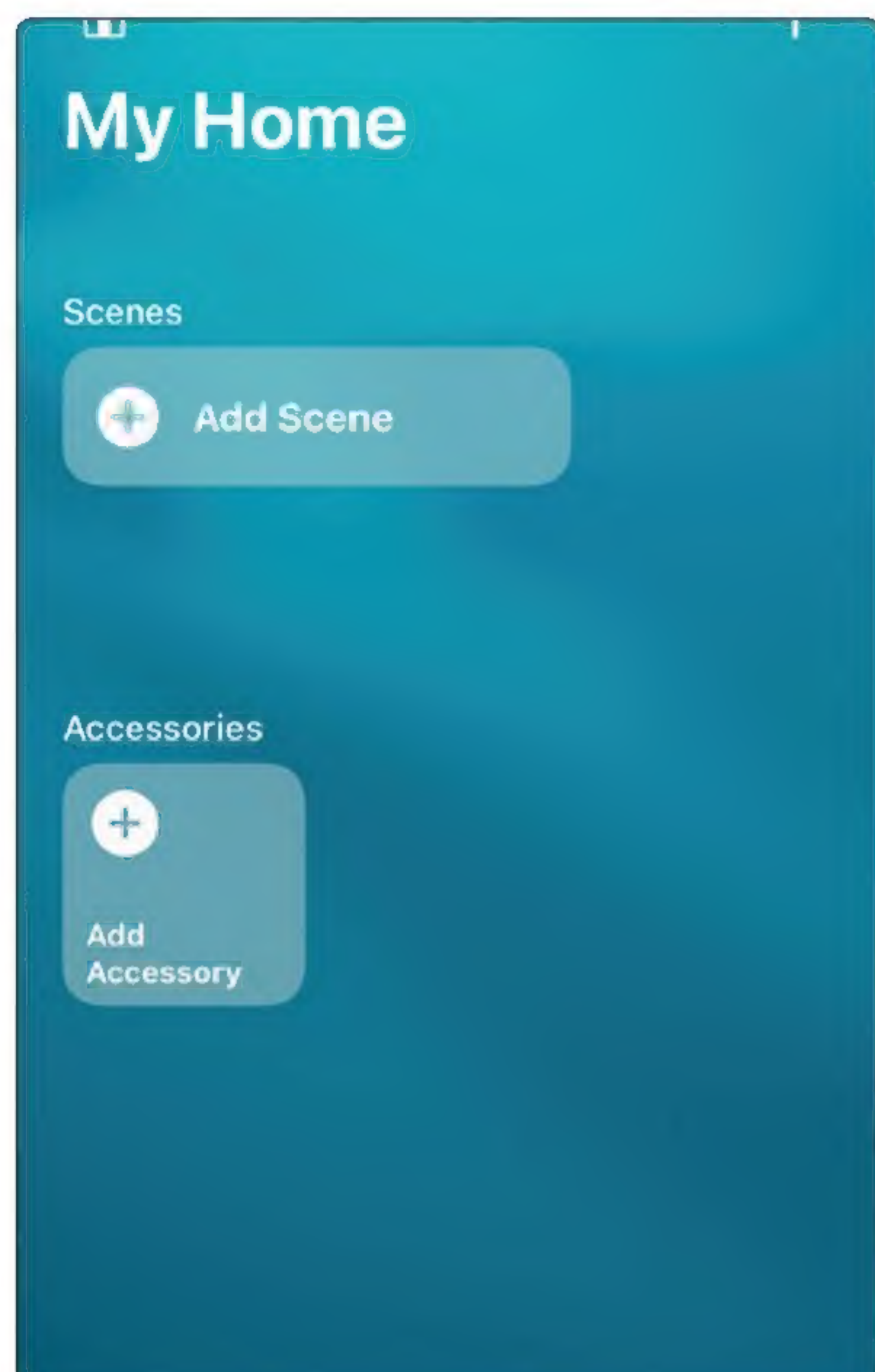
HomeKit compatible?



There's a regularly updated list of HomeKit-compatible gadgets on the Internet, found at www.bit.ly/2wLpcmh. It's very useful for checking compatibility



Adding HomeKit accessories

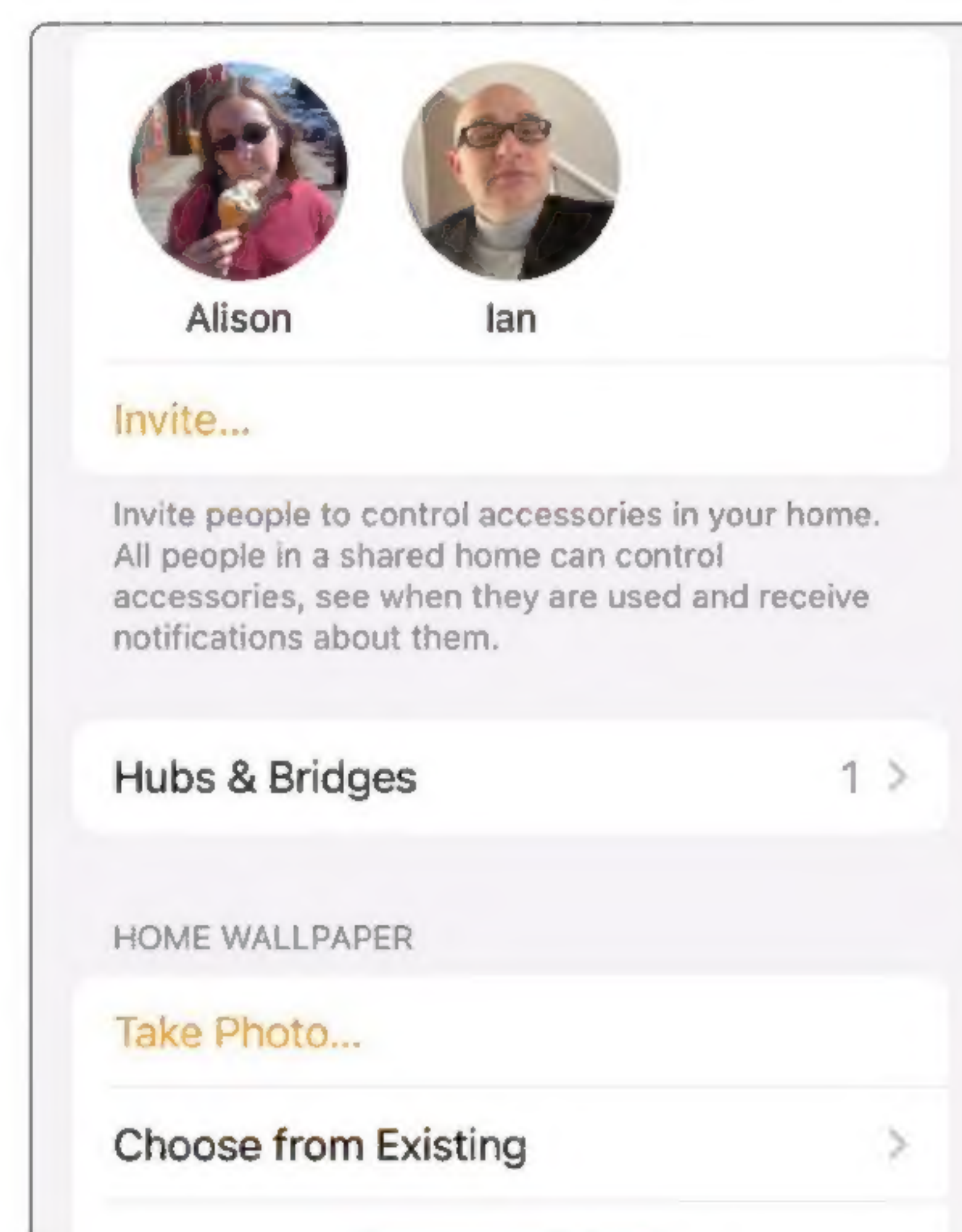
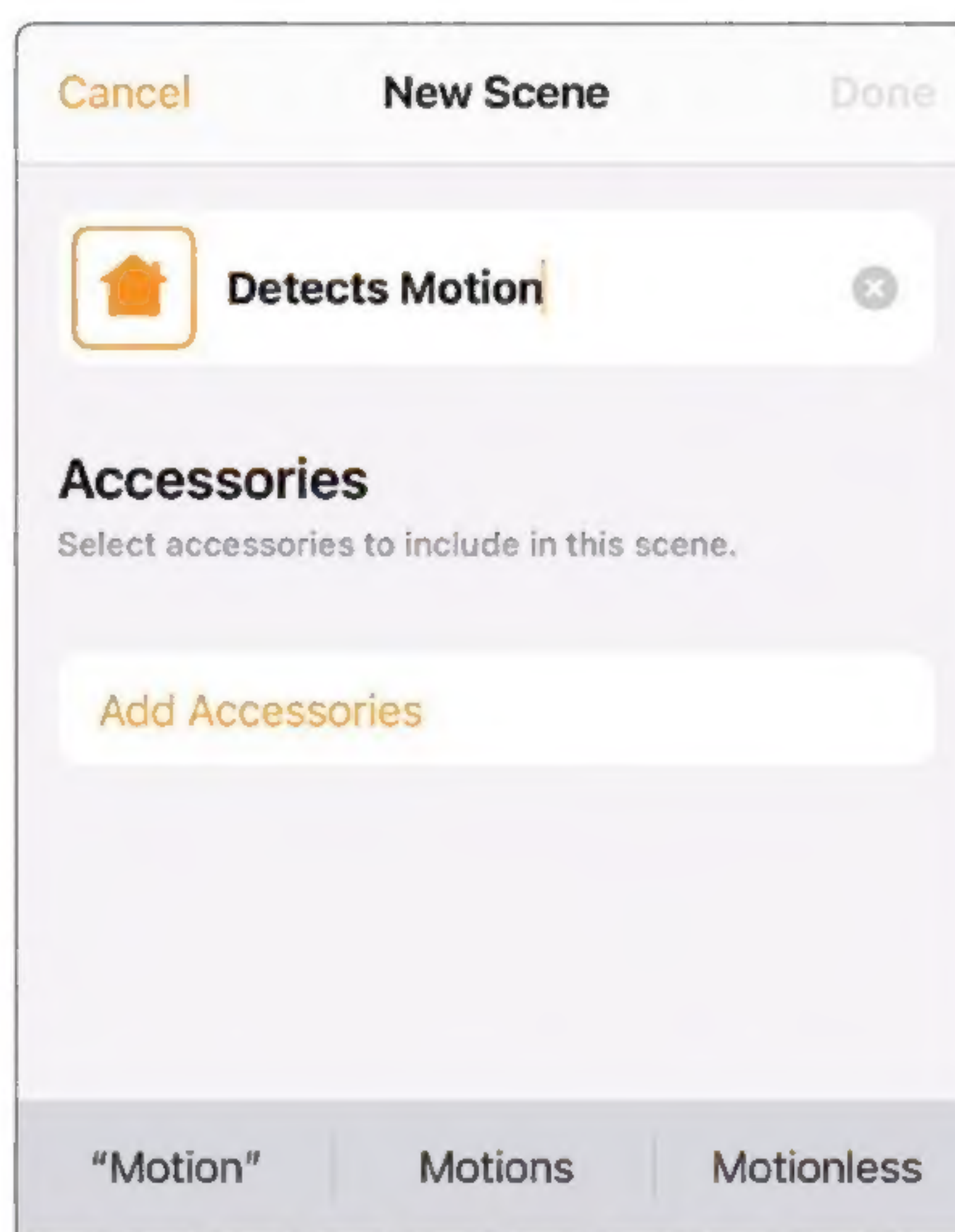
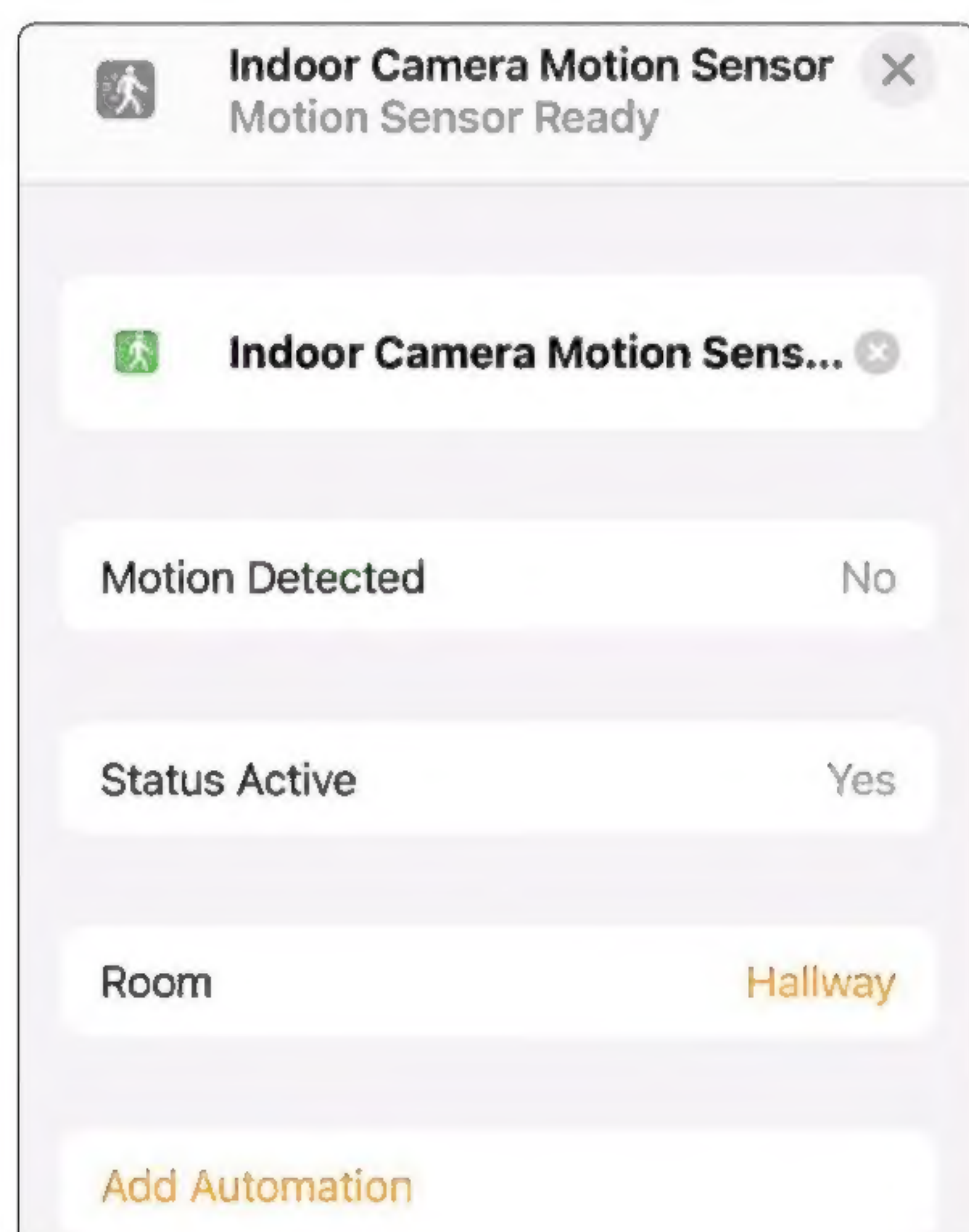


1 When you first open the Home app, you see this screen. The app is currently empty, as no accessories have been added. To change the name (currently My Home) or the wallpaper, tap the Home icon and select Home Settings.

2 Adding a device to Home is easy. After tapping the Add Accessory button, use the iPhone's camera to scan the HomeKit Code that comes with the device; then follow the on-screen instructions to add it to your Home app.

3 The bottom right icon (Automation) lets you set timers, actions and more. What these timers and actions do depends on what kit you've incorporated into your Home app. You need to read their instructions for details.

Using gadgets and scenes



1 When you've added some accessories, you can access their controls directly from the Home app, without having to open their own companion app. You can also set up automations involving that particular gadget, again from their Home app controls.

2 To set up a scene, tap Add Scene on the Home app's front page, and give it a short, descriptive title. Tap Add Accessories and choose which of your gadgets you want to include, and follow the on-screen instructions to construct a scene around them.

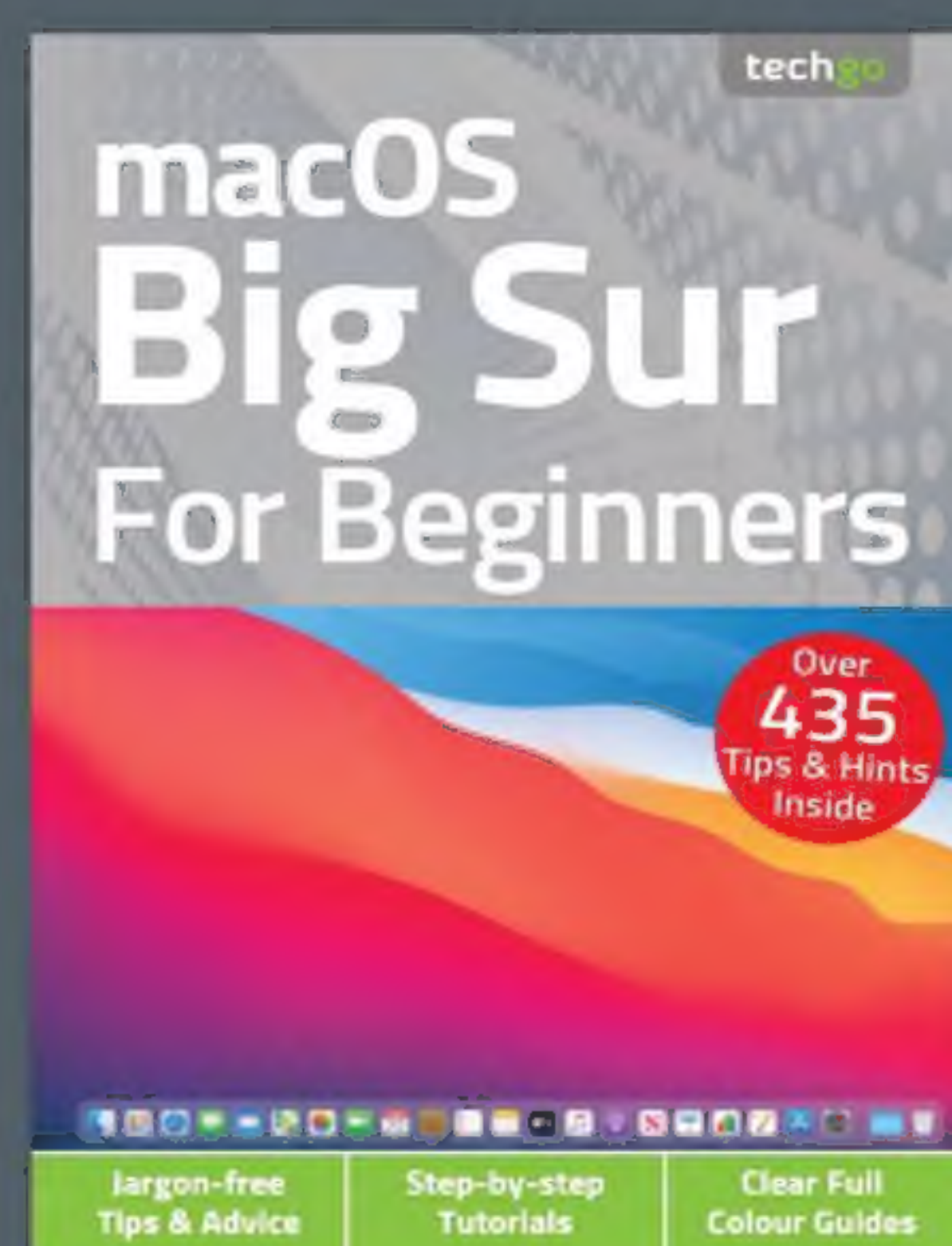
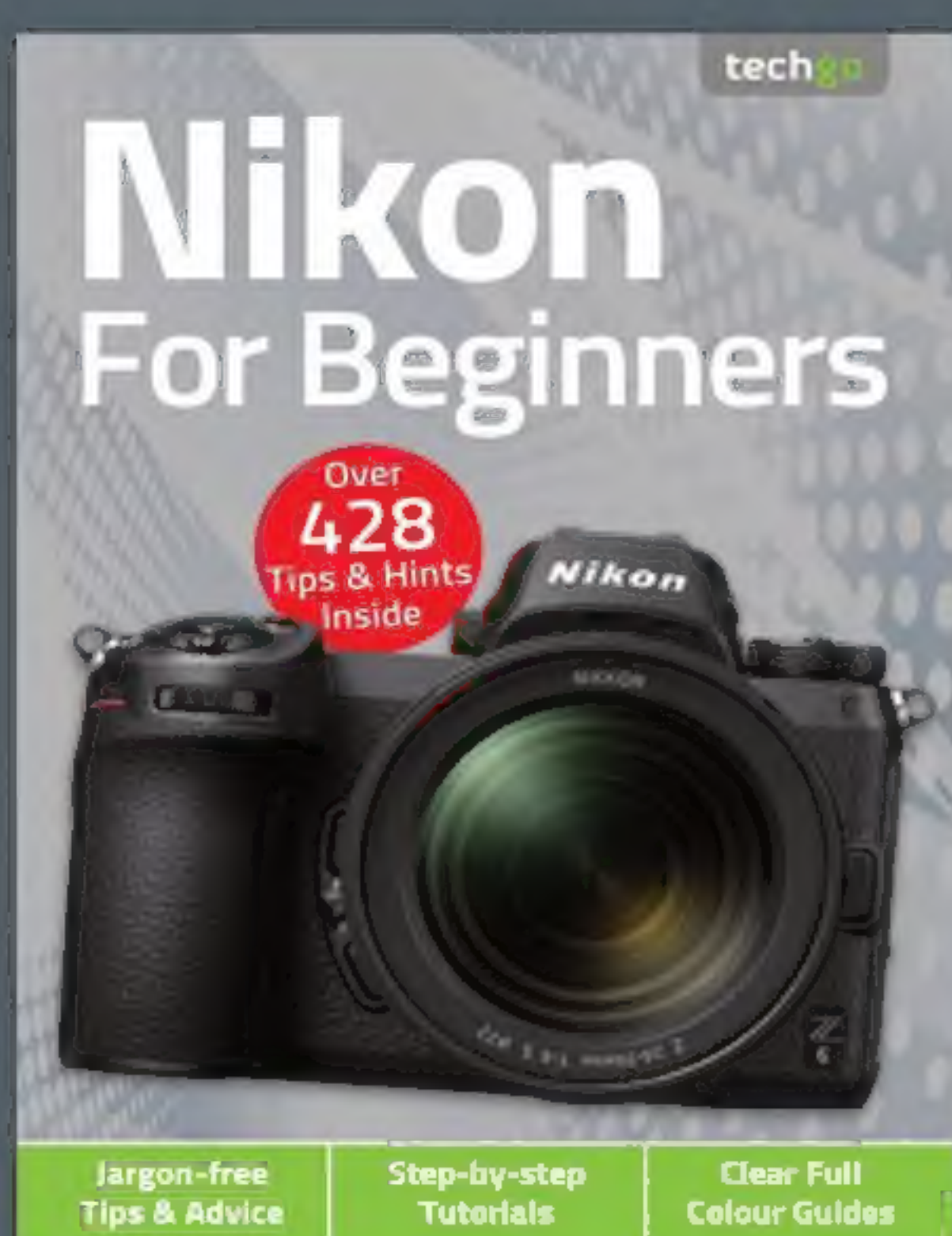
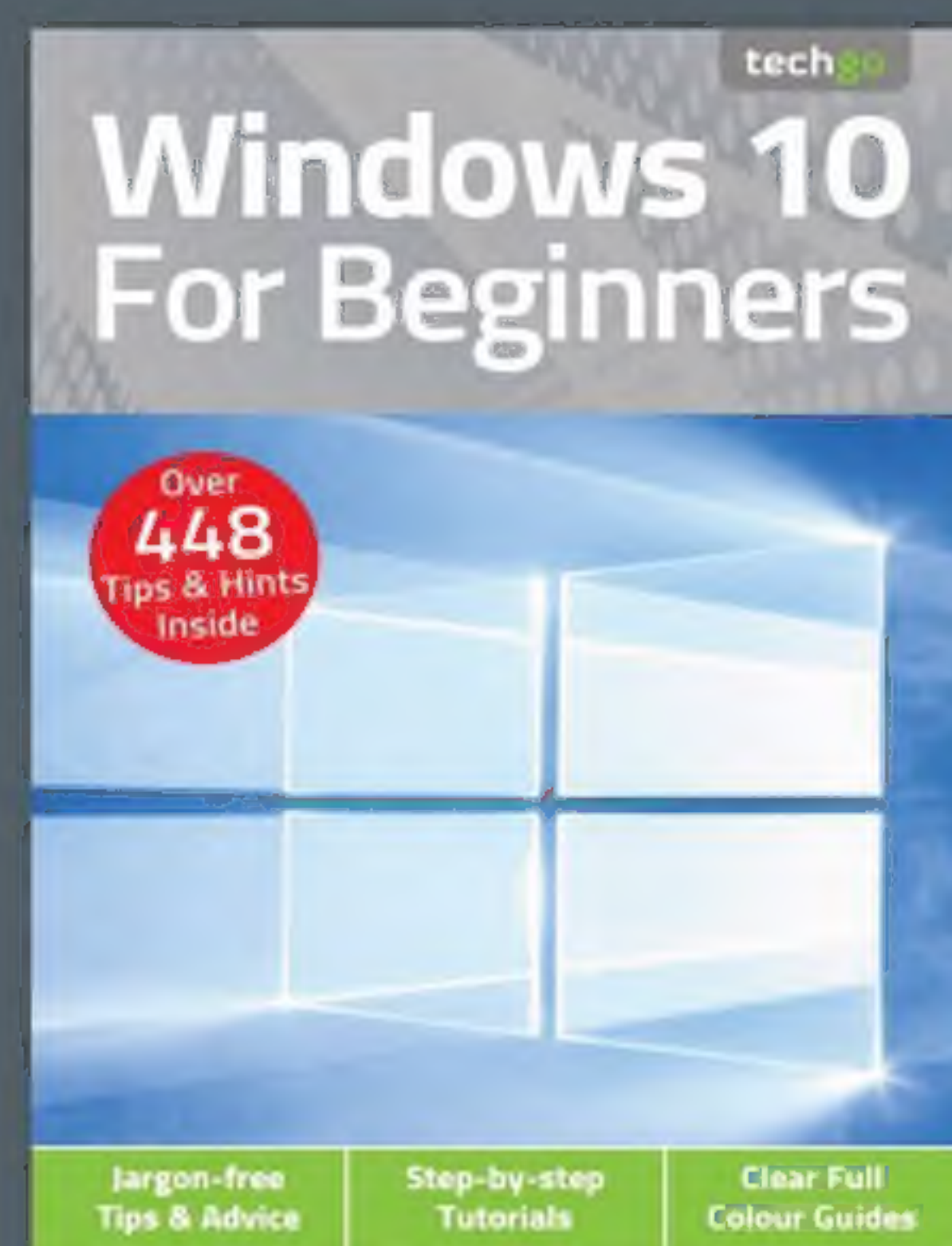
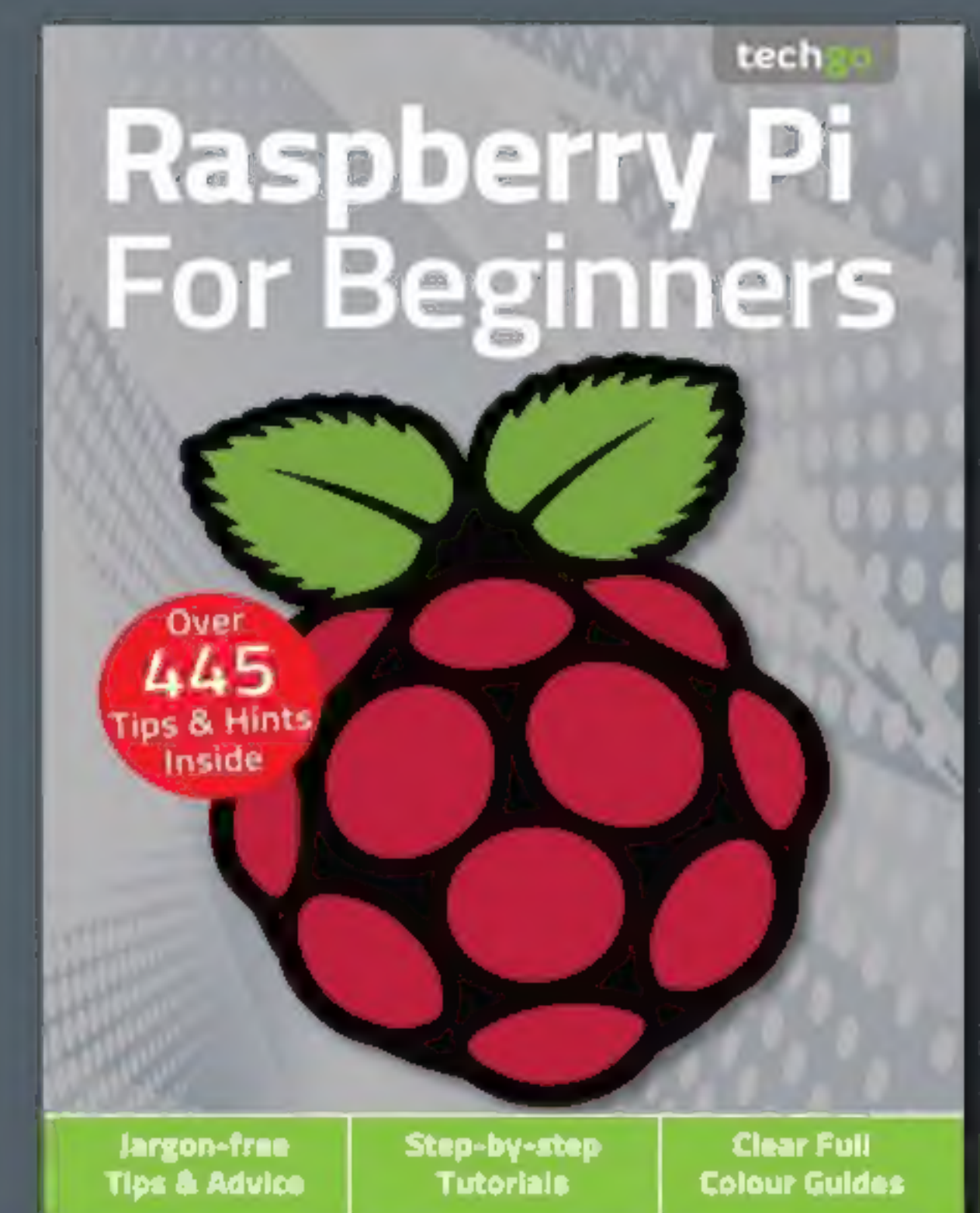
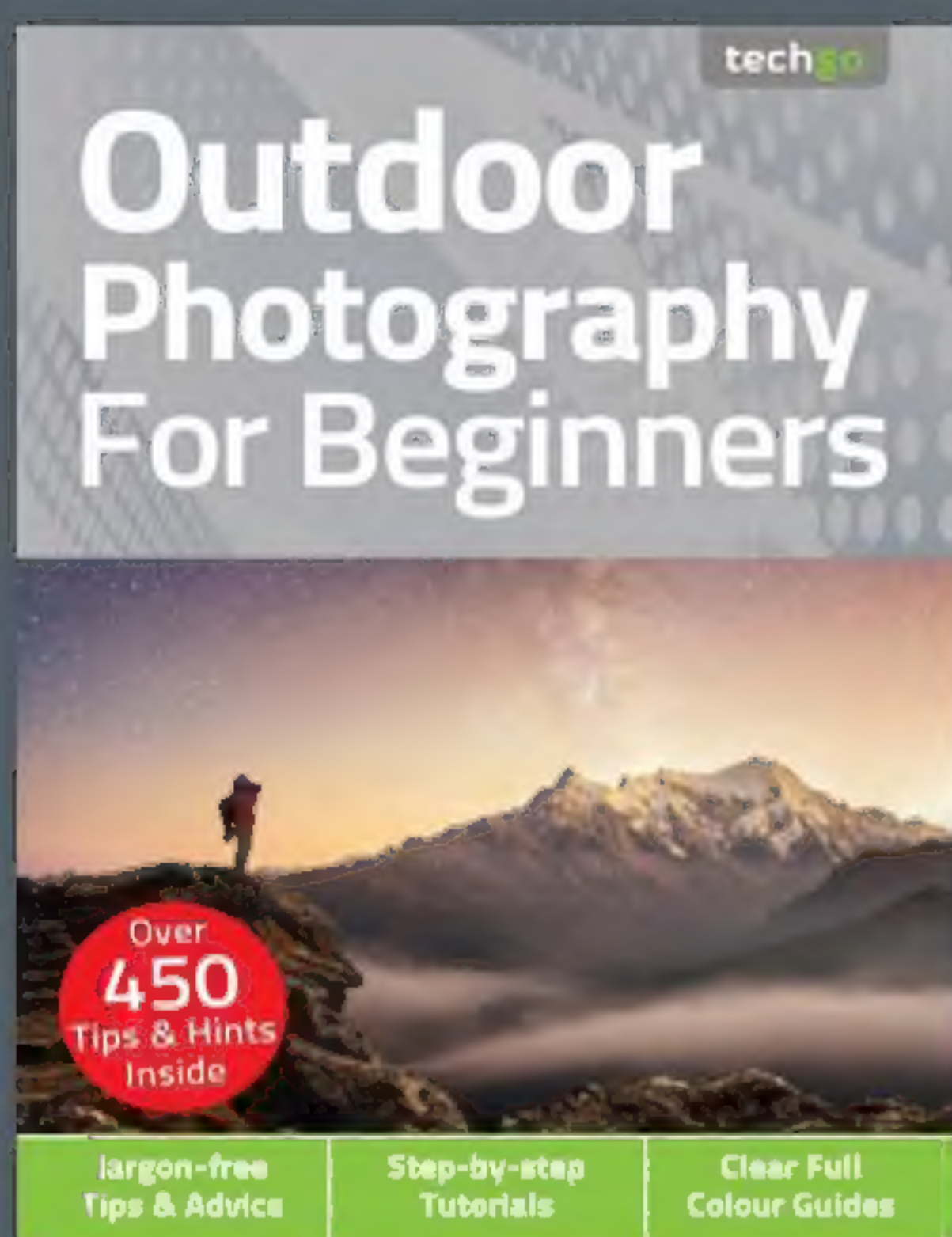
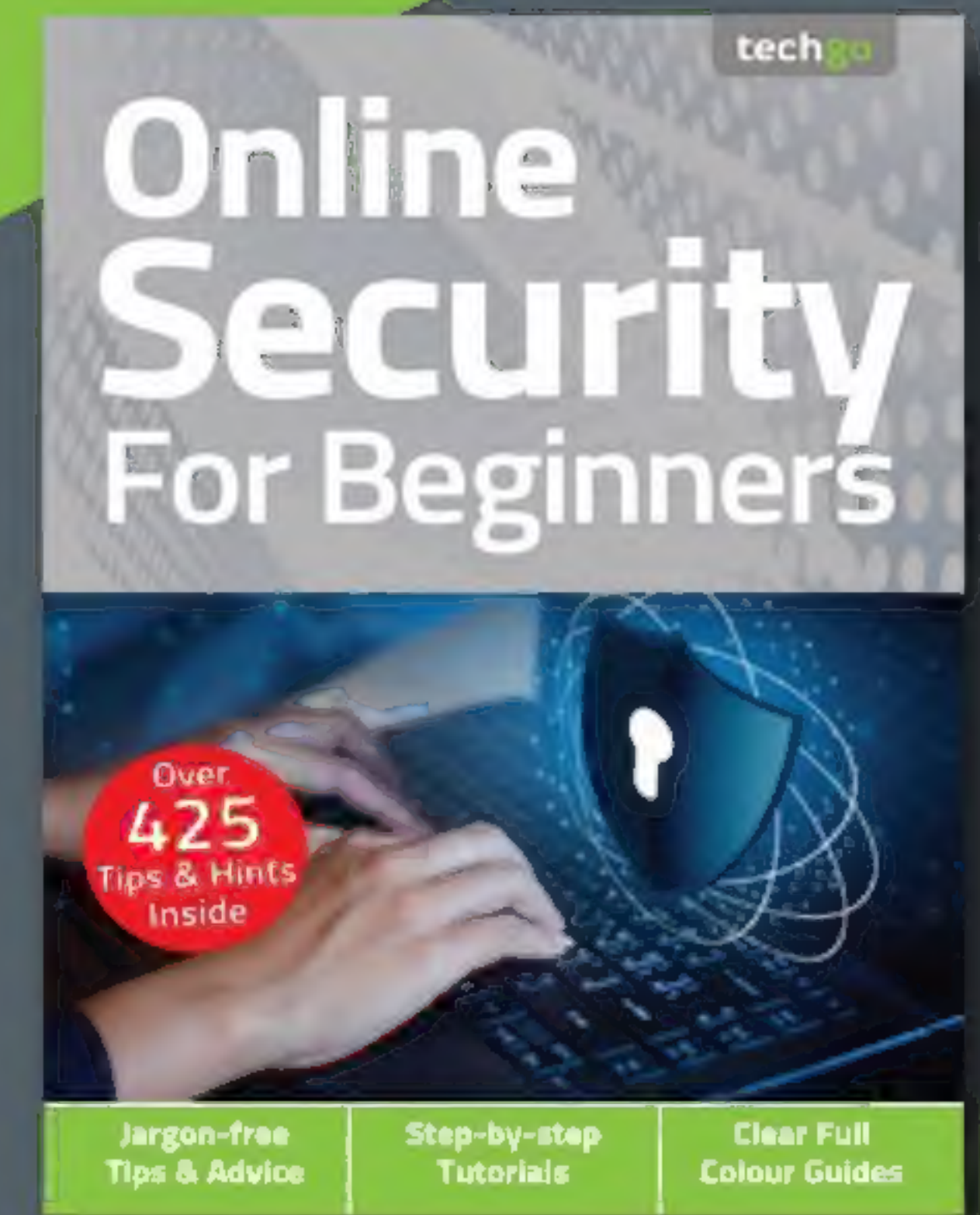
3 If more than one person in the house needs to control the HomeKit accessories, you can share Home app settings. Tap the home icon on the landing page, and tap Home Settings. Under People, tap the Invite link to invite others to share your app.

Now you've got the basics down, you can improve and learn more essential skills in our next guide...

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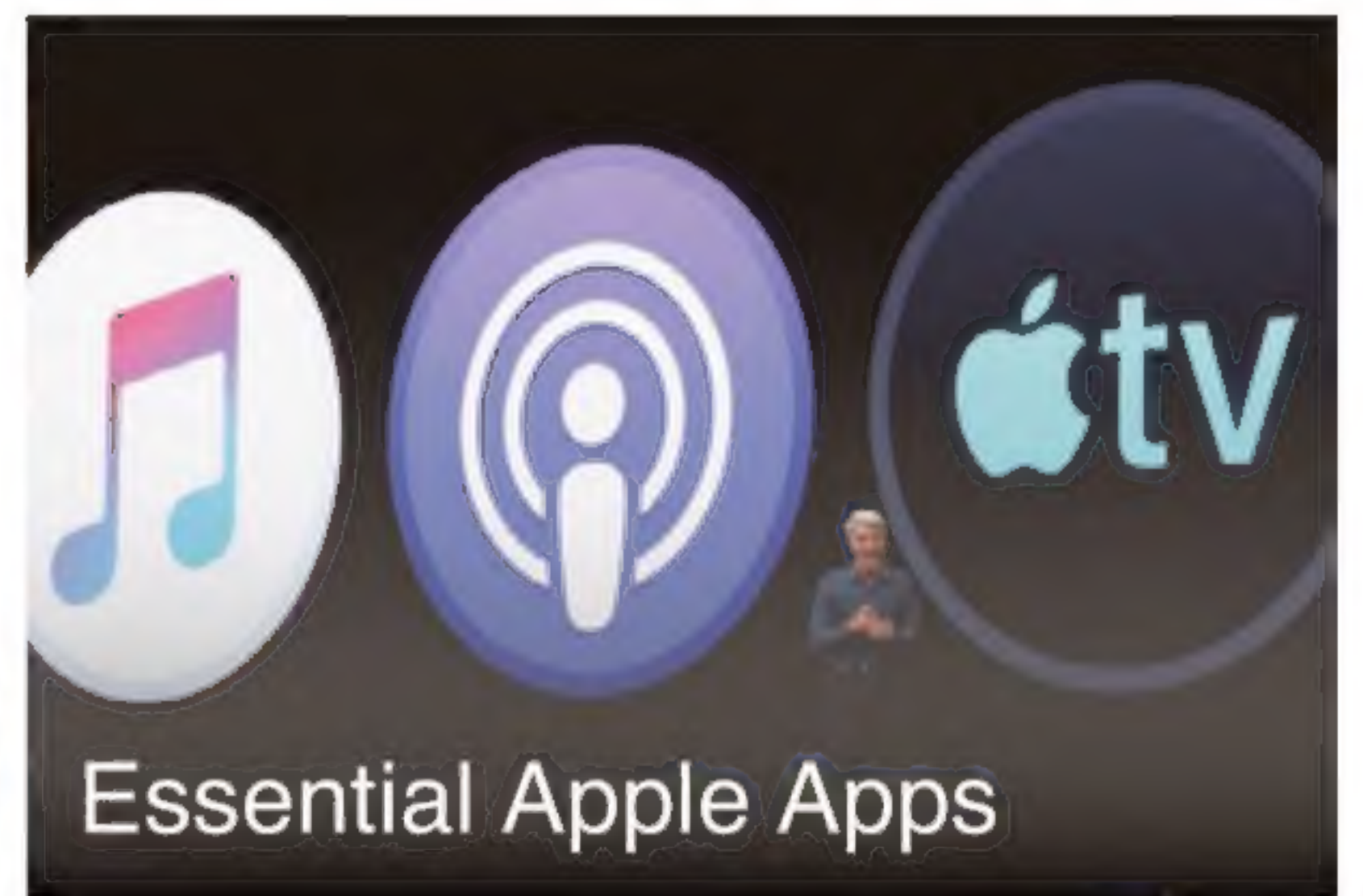
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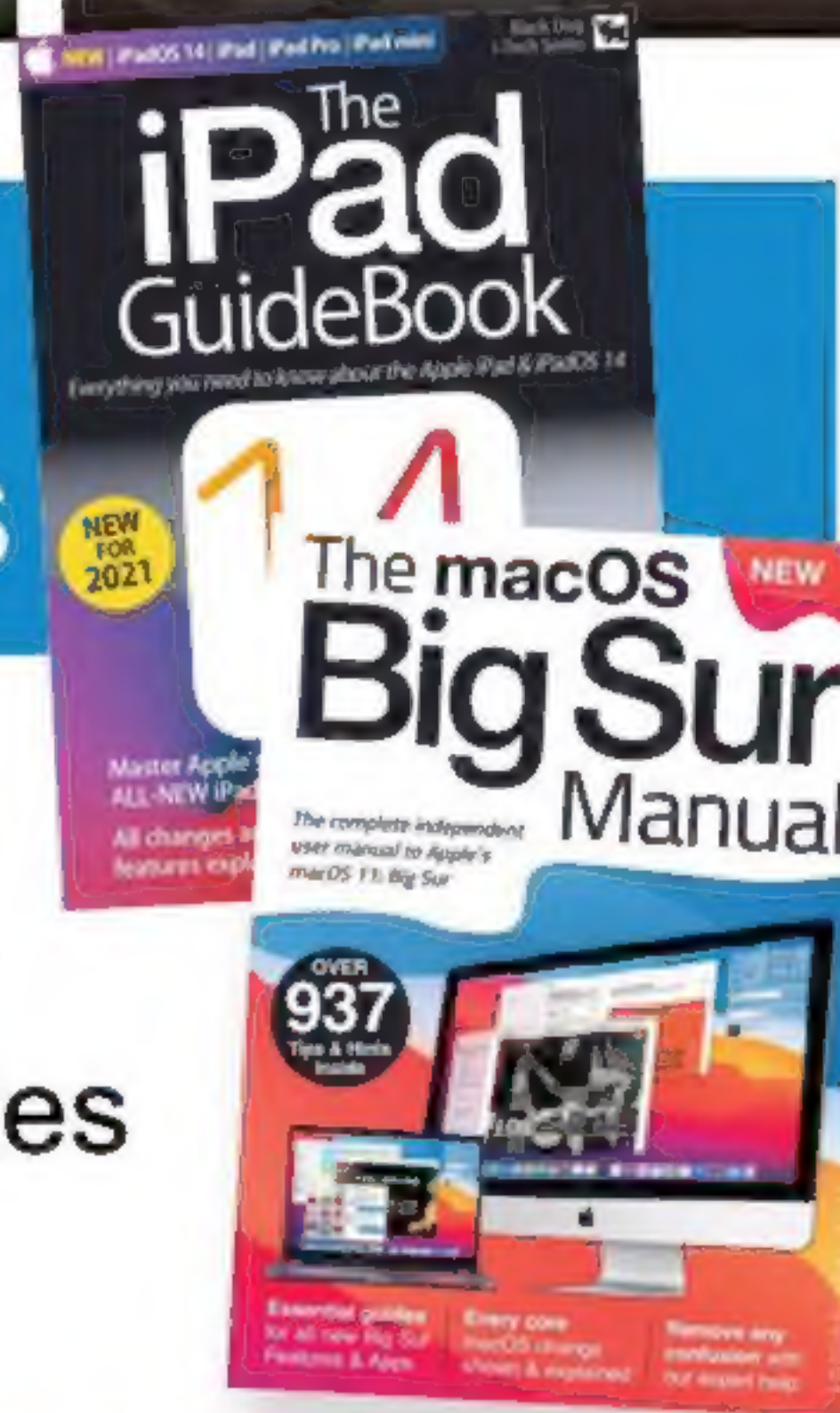
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